

NYC SPRING INTERNSHIP PROGRAM 2010

PARKS & RECREATION-01

Queens Boro Operations
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AGENCY DESCRIPTION

Parks and Recreation is a public agency which employs over 4,000 employees (11,000 at the summer peak). Its principal mission is to keep the parks, playgrounds, and sitting areas clean and safe, while developing the City's recreational opportunities by offering quality facilities, programs, and events to meet the needs of all New Yorkers.

Parks & Recreation is the steward of about 29,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 550 tennis courts, 66 public pools, 48 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 22 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The intern would be responsible for gathering and filtering Water Trail Data from several sources such as online sources, public surveys, meetings and phone conversations. The intern would then translate that information in a format compatible to New Media's online data format. The intern will assist with the preparation of the 2010 New York City Water Trail map & guide, as well as, any Water Trail events.

POSITION TITLE

Queens Boro Operations/Waterfront Intern

INTERNSHIP RESPONSIBILITIES

The intern will be able to interact with the paddling community as well as City Agencies who advocate for waterfront access, education and recreation. We hope the individual will learn the ins and outs of waterfront advocacy, as well as event planning process. He or she will also be introduced to the various duties of New Media and our Press office.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Computer literate, should have knowledge of Microsoft Word, Excel, Parks intranet and the internet. Excellent writing skills are a plus, as well as an interest in not just waterfront recreation but recreation in general.

nyc.gov/internships

APPLICATION PROCESS

Email cover letter, resume and writing sample to Leslie Nusblatt

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

We would really like someone with a lot of enthusiasm about Parks and Waterfront access. The intern should be able to work within a group and take on task independently.