

# NYC FALL INTERNSHIP PROGRAM 2010

## PARKS & RECREATION - 003

Deputy Commissioner for Management and Budget  
The Arsenal  
Central Park, 5<sup>th</sup> Avenue and 64<sup>th</sup> Street

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### AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. 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 NYC Parks Deputy Commissioner for Management and Budget seeks intellectually-curious, diligent, highly-motivated, and career-oriented individuals for a part-time fall internship position in a high-level New York City government office.

The Office of the Deputy Commissioner for Management & Budget is responsible for the internal management of the Agency. The Deputy Commissioner oversees 19 units including Budget, Revenue, Marketing & Special Events, New Media (including the website and social media accounts), Press & Public Affairs, the Parks Training Academy, IT, Computer Resource Centers, Operations & Management Planning, Personnel & Benefits, and Telecommunications. Additionally, the Deputy Commissioner directs the administration of the Parks Opportunity Program (POP)—one of the largest paid Welfare-to-Work/ Transitional Job Training programs in the country. The office focuses on high-level decisions involving the aforementioned divisions, coordinates special projects, and explores new initiatives, including professional development and environmental sustainability.

### POSITION TITLE

Intern for the Office of the Deputy Commissioner of Management and Budget

### INTERNSHIP RESPONSIBILITIES

The intern will assist in several special projects pertaining to various divisions within Management & Budget and will be a key member of the Deputy Commissioner's direct support staff. Some sample projects include:

- Performing research and analysis associated with the [Parks Opportunity Program \(POP\)](#);
- Performing environmental research pertaining to urban park management;

[nyc.gov/internships](http://nyc.gov/internships)

- Assisting with improving park services based on constituent feedback;
- Collaborating on a Parks-produced citywide special event;
- Learning about and participating in the agency's budget, internal controls, and performance measurement projects;
- Preparing briefings and documentation for the Deputy Commissioner's meetings, presentations, and speeches;
- Accompanying the Deputy Commissioner to select meetings;
- Participating in and attending weekly division meetings;
- Investigating and responding to constituent concerns;
- Independent research and analysis related to workforce development, NYC economic trends, environmental sustainability, and other topics of interest to the intern that enhance the agency's ability to provide cutting-edge services to the public.

## **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

The Office of the Deputy Commissioner for Management and Budget is a fast-paced environment with an opportunity for independent and team-based work. Specifically, an intern in this office should possess:

- The ability to multi-task, prioritize and meet deadlines
- Strong communication skills: written, oral and presentation
- Strong quantitative skills
- The ability to think creatively and search for insightful "out of the box" solutions to problems
- The ability and flexibility to work with limited resources in order to produce high quality results
- Familiarity with Microsoft Office Suite, including Excel, PowerPoint and Word
- Areas of study include, but are not limited to: Business, Public Finance, Accounting, Public Administration, Government, Economics, Sociology, Urban Studies, Political Science, and Environmental Sustainability.

## **APPLICATION PROCESS**

Please email your cover letter and resume to [Mary.Salig@parks.nyc.gov](mailto:Mary.Salig@parks.nyc.gov) or [Adam.Seidner@parks.nyc.gov](mailto:Adam.Seidner@parks.nyc.gov)

## **SALARY RANGE**

Unpaid

## **ADDITIONAL INFORMATION / COMMENTS**