

,NYC FALL INTERNSHIP PROGRAM 2010

PARKS & RECREATION - 004

Riverside Park

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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

Riverside Park and adjoining parks (Manhattan District 14) span six miles along the Hudson River waterfront and cover 400 acres of woodlands, athletic facilities, playgrounds, and other highly popular features, and are host to millions of visitors each year. The Riverside Park administrator's office oversees all aspects of the park's day to day operations, capital design and construction, OTPS budget, grant-funding, programming, special events, landscape restoration, and community relations. The park administrator also serves as president of Riverside Park Fund, the private non-profit conservancy organization that supports all of the above activities by raising private funds, advocating for public funding, nurturing community involvement, and coordinating thousands of hours of volunteer efforts.

POSITION TITLE

Riverside Park Administration Intern

INTERNSHIP RESPONSIBILITIES

This internship offers an excellent opportunity to learn and gain insight into the many facets of public service management while contributing directly and meaningfully to the care of one of New York City's preeminent parks. Working directly with the park administrator, the intern will:

Participate in staff meetings; work with various staff members to understand their roles and responsibilities; attend meetings with community stakeholders and other agencies; participate in the preparation of reports and correspondence. He or she will also be challenged by assignments to independently research and develop important projects in a variety of areas, including: park operations; special initiatives (including park improvements and public accommodations); fundraising & development. He or she will interact directly with the public in performing these activities.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Must demonstrate good written and verbal communication skills

- Must have the ability to grasp a project's goals and scope and develop it logically, usually within a larger existing context
- An interest in the public sector is presumed: relevant technical knowledge, such as engineering, design, horticulture, or business or non-profit administration will be a plus
- Should display a positive and energetic personality when interacting with staff and the public

APPLICATION PROCESS

Please email your cover letter and resume to Mary.Salig@parks.nyc.gov or Adam.Seidner@parks.nyc.gov

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS