

NYC FALL INTERNSHIP PROGRAM 2010

PARKS & RECREATION - 007

Community Resources

The Arsenal, Central 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

Community Resources, under the leadership of Director Jill Mainelli, conducts a wide array of events both in the Arsenal and across the city.

Our primary responsibility is the planning, promotion and execution of UnCommon Ground lectures. These talks are a signature program of the Parks Department. Speakers are selected based on expertise in subjects of a topical nature, usually related to nature, urban greenspace or local history.

For both established and up-and-coming authors, presenting talks allows them to showcase a new work, and allows us to provide programming for those parks patrons who have expressed interest in particular topics.

Between cultural events, the Arsenal Gallery serves as a showcase for public art. The exhibits are scheduled by the Arts and Antiquities division. In conjunction with them, Community Resources assists with opening night receptions.

Official department functions that fall outside the above categories come in many flavors. A highlight celebration is the annual Lifetime Friends of Parks homecoming reception and reunion, honoring a past Parks employee who has served with distinction.

The Arsenal Gallery, roofs and lobby are also used by outside groups hosting their own functions. For such "friends of Parks," this division helps coordinate those events, often open to the public as well as their members.

In addition to building functions, Community Resources often assists with off-site special events.

Our staff also provides 'boutique' services based on particular skills. We have set up pot-luck lunches and appreciation breakfasts. Those of us with previous Parks backgrounds have led tours of the Arsenal and surrounding grounds for interns and new permanent employees. We're also tasked with providing similar services to VIP guests of the agency.

POSITION TITLE

Community Resources Intern

INTERNSHIP RESPONSIBILITIES

Intern responsibilities include;

Assisting in all office work, directly working under Assistant Commissioner Jack T. Linn

Assisting in event planning including; meeting with clients, coordinating mailing lists, distributing invitations, organizing event calendars, event set up, managing staff for events.

An Intern will leave with an overall knowledge of event planning and an understanding of the importance of Community Resources at the New York City Parks Department and Recreation and what it contributes to the City of New York.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Interns should be proficient in Microsoft Word, and Microsoft Excel. An intern must have good communication skills and work well with others. Must be able to multi task.

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

This will be an amazing opportunity to learn and work with the New York City Department of Parks and Recreation. It is an opportunity that will provide you with skills and knowledge for the future.