

# NYC SUMMER INTERNSHIP PROGRAM 2010

## PARKS & RECREATION-001

Accessibility Coordinator  
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New York, NY 10029

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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 mission of the division is to plan and implement the ADA transition plan, provide programming and services to people with disabilities, and to oversee the agency's goals towards these initiatives.

### POSITION TITLE

Accessibility Intern

### INTERNSHIP RESPONSIBILITIES

The Intern will learn how parks functions with facilities management, capital projects, public programs, information technology, Americans with Disabilities Act and state and local government. The intern will assist with facilities management by inspecting various park facilities and will then assist in analyzing data, developing spreadsheets and summarizing collected data. They will also work with the New Media division by developing assessment forms and scanning them into a database, work with GIS to determine accessible features, and update web content. The intern may also assist in organizing recreation programs for disabled individuals and teams and help in planning special events with various departments. Finally, they will assist with daily office activities and help the Coordinator with PowerPoint presentations for meetings and trainings.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Applicants for this position must demonstrate good communication skills, both oral and written and have good working knowledge of Microsoft Windows, Excel, and PowerPoint

### APPLICATION PROCESS

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

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

**SALARY RANGE**

Unpaid

**ADDITIONAL INFORMATION / COMMENTS**