

NYC SUMMER INTERNSHIP PROGRAM 2010

PARKS & RECREATION-028

Central Forestry & Horticulture Contract Administration Internship
Flushing Meadows Corona Park
Flushing, NY 11368

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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 Central Forestry & Horticulture and the Natural Resources Group division manages citywide urban forestry initiatives including street tree planting and landscape enhancement contracts, education, stewardship and training programs, and the Asian Longhorn Beetle eradication effort. The Contract Administration Unit coordinates all non-technical aspects of contract administration for Central Forestry & Horticulture and Natural Resources Group's capital projects including, street tree planting, stump removal, horticulture, invasive plant removal, repair of sidewalks damaged by trees, and tree guard contracts.

POSITION TITLE

Central Forestry & Horticulture Contract Administration Intern

INTERNSHIP RESPONSIBILITIES

An intern working for this unit would learn about contract management, which provides the administrative and financial mechanisms through which the government is able to actually green the City of New York. They would be responsible to help maintain contract and database related files. They will also assist with the preparation of contract documents including title requests, scopes, bid pages, contract transmittal pages, technical clarifications and general correspondence. They will learn the various steps of the contract process and will get exposure to legal processes, environmental procedures related to our capital contracts and a variety of innovative capital greening programs.

We are looking for someone who is organized and detail oriented. Good computer skills are also a plus, as is an interest in the greening initiatives and the environment.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Applicants Must be:

- Currently enrolled in an accredited college or university.
- Organized and detail oriented.
- Good computer skills.
- Able to read, write and speak fluent English.
- Able to follow directions.
- Interest in the greening initiatives and the environment.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

Timeframe – May 25 – August 20.