

NYC SUMMER INTERNSHIP PROGRAM 2010

PARKS & RECREATION-058

Brooklyn Capital Projects
Litchfield Villa
95 Prospect Park West
Brooklyn, NY

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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

Brooklyn Capital Projects oversees around \$200 million of construction funds in projects rebuilding Brooklyn's parks and playgrounds from determining the scope of work, design, construction, inspections and guarantees. Our partners include elected officials who fund our projects, the local communities and groups that use the parks, Parks Department designers and construction managers, and contractors.

POSITION TITLE

Brooklyn Capital Projects

INTERNSHIP RESPONSIBILITIES

The Capital Projects Intern will take part in all aspects of the capital process from developing funding "wish lists" for elected officials to organizing scope meetings and design reviews, monitoring the status of ongoing construction projects and participating in groundbreaking and ribbon-cutting events.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The intern should have an interest in design, landscape architecture, construction, government, or community relations. Excellent writing, communication, and computer skills are important, as are an enthusiastic attitude, positive outlook, and excitement for performing diverse tasks.

APPLICATION PROCESS

nyc.gov/internships

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

The intern will have the opportunity to help run a wide variety of events including groundbreaking and ribbon-cutting ceremonies with the Mayor and other elected officials, the Citywide Beach Volleyball Tournament at Coney Island, and the Mayor's Cricket Cup championship match.