

# 2012 NYC SPRING INTERNSHIP PROGRAM

## PARKS & RECREATION-011

Brooklyn Recreation Intern  
Litchfield Villa-95 Prospect Park West  
Brooklyn, NY

**Contact:** Leslie Nusblatt  
**Phone:** (212) 360-8257  
**Fax:** (212) 360-8263  
**Email:** Leslie.Nusblatt@parks.nyc.gov

### 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 Recreation is responsible for implementing programs and activities for our core services: sports, fitness and outdoor adventure. We offer programs for all age groups and families; many of them are free to our members. Some of the programs offered are After School, Summer Camp, Sports Clinics, Special Events, Computer Resources and more. We are also responsible for maintaining seven Recreation Centers and seasonal playground sites.

### POSITION TITLE

Brooklyn Recreation Intern

### INTERNSHIP RESPONSIBILITIES

Interns will be responsible for supporting staff by helping them complete daily tasks that are aligned with our mission as stated above. Such support may include assisting with implementing programs for our seniors, teens, afterschool, special events as well as various office duties. Some will also be involved with preparing media such as flyers, brochures and newsletters along developing and distributing electronic social network information. They will learn social, customer service and leadership skills.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Interns will need computer, organizational and writing skills along with office etiquette.

**APPLICATION PROCESS**

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

**SALARY RANGE**

Unpaid

**ADDITIONAL INFORMATION / COMMENTS**