

# 2012 NYC SPRING INTERNSHIP PROGRAM

## PARKS & RECREATION-013

Manhattan Park Management Intern  
24 W. 61<sup>st</sup> Street  
New York, NY 10023

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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 NYC Parks Department's Manhattan Operation & Maintenance Division is responsible for keeping all parks in the borough safe, accessible and beautiful.

### POSITION TITLE

Park Management Intern

### INTERNSHIP RESPONSIBILITIES

Park Management Intern (Spring and Summer negotiable)— Assist the Park Manager in daily scheduling, admin and data entry. Some knowledge of ArcGIS map is preferred in order to create maps and design field project tasks for summer interns. The intern will also be involved in field work to address constituent concerns, lead volunteer groups and learn about the department at all levels.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Interest in Park Management, environmental studies, volunteer management and/or horticulture is a plus  
Office administrative skill and a good working knowledge of all MS -Office programs  
50 wpm typing and data management experience preferred.

### 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**

The ideal candidate is energetic, enthusiast and has good interpersonal skills. The most successful interns in this position are open-minded and accept all types of human beings and what they use our parks for. This ability will allow the intern to cope with all the challenges and help the staff and the park patrons in promoting healthy relationships within our parks.