

# 2012 NYC SPRING INTERNSHIP PROGRAM

## PARKS & RECREATION-014

Community Outreach  
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New York, NY 10065

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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 Office of the Deputy Commissioner for Community Outreach is responsible for the Parks Department's efforts of fostering and growing relationships with constituents by shaping and crafting policy and activities geared toward community coordination, development, and management. The Deputy Commissioner for Community Outreach manages five units including Partnerships for Parks, GreenThumb, Government Relations, Art & Antiquities and Arsenal Operations. The office staff is responsible for managing the Deputy Commissioner's workload and schedule, preparing him for events, and managing his phone calls. The office also receives correspondence from constituents, elected officials, and other city agencies, at which replies are prepared or responded to directly.

### POSITION TITLE

Community Outreach Intern

### INTERNSHIP RESPONSIBILITIES

Intern duties are diverse and dynamic, offering a chance to learn about the Parks Department and City government at all levels, from the gritty to the grand. Many of the office's daily operations are shared by everyone, including answering phones, ensuring that the Deputy Commissioner is prepared for appointments and on schedule, and dealing with unexpected issues as they come up. The intern will have the opportunity to support the Community Outreach staff with special projects, such as assisting in the preparation and execution of internal and community focused events whenever necessary. Government Relations tasks, such as gathering information and expediting and tracking forestry related request from elected officials offices, will also be assigned. Additionally, the intern is expected to perform typical administrative duties including but not limited to maintaining filing system, data entry, proofreading documents, photocopying documents, and answering moderately busy phones.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- A deep interest in New York City, its government, community and civic involvement.

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

- Strong communication skills, writing and editing abilities.
- Intimate familiarity with Windows, Microsoft Office, and general computer operations.
- Experience in an office environment and understanding of general office protocols.
- Willingness to work as a member of a team.
- Ability to multi-task, prioritize and meet deadlines.
- Excellent customer service skills.

## **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**