

2012 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-042

Training Academy Intern
Passerelle Building-Flushing Meadows Corona Park
Queens, 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

The Parks Academy is responsible for the in-house training of Agency staff. In addition to presenting the required Right to Know, Workplace Violence, Defensive Driving, First Aid Certification, and Bloodborne Pathogen training, the Academy offers over 50 courses open to all staff for training in maintenance, operations, seasonal operations, horticulture, health and safety, professional development, and much more.

POSITION TITLE

Training Academy Intern

INTERNSHIP RESPONSIBILITIES

We seek an intern who can help the Academy to update its course offerings by reviewing the Academy's library of resource material and updating and/or archiving this material.

The intern would have the opportunity to sit in on and possibly assist in many of the classes offered while getting a first-hand opportunity to understand curriculum development as well as gain an appreciation for the needs of our students – Parks employees.

The intern would also assist in research to use in our Trainer development and presentations development.

An intern with an interest in public speaking could gain a good amount of training from being a part of the Academy team.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

An ability to organize files; develop strategies for simplifying resource retrieval; internet research and computer skills would be very helpful.

Intern must have a very good command of the English language; be proficient in writing and proofreading/editing. Excellent grammar skills and typing ability would be a plus.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

Parks Academy adheres to a business casual dress code and is a Monday-Friday operation. This would be a great opportunity for anyone interested in human resources and/or career development