

# 2013 NYC SUMMER INTERNSHIP PROGRAM

## PARKS AND RECREATION-088

Washington Square Park Intern  
New York, NY 10011

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### AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and over 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

The past decade has seen a remarkable expansion of this system, with new parks, playgrounds, recreational facilities, and amenities opening across the five boroughs. This expansion was catalyzed by PlaNYC, which included construction of eight large regional parks, such as the restoration of McCarren Park Pool and Play Center in Brooklyn and the expansion of recreational opportunities and enhanced waterfront access in Bronx's Soundview Park. Other initiatives, such as Schoolyards to Playgrounds, which opened more than 200 new school playgrounds to community use, and MillionTreesNYC, which has engaged thousands of volunteers to help plant over 600,000 new trees, are contributing to the greening of New York City, enlivening neighborhoods, and greatly enhancing New Yorkers' quality of life.

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 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 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

Washington Square Park is a NYC Landmark and neighborhood treasure, with hundreds of thousands of annual visitors. The Administrator's office oversees all the aspects of the Parks' day-to-day operations and management of the 9.75 acre park. The Washington Square Park Conservancy works closely with the Park Administrator and the community on volunteer efforts and fundraising for ongoing park maintenance and programs.

### POSITION TITLE

Washington Square Park Intern

### INTERNSHIP RESPONSIBILITIES

This internship offers an excellent opportunity to learn and gain insight into the many facets of public service management while contributing directly and meaningfully to the care of one of New York City's preeminent parks. Working directly with the park administrator, the intern will:

- Develop the social media and communications strategy, including graphic design, Facebook, Twitter, and photography;
- Assist in development of volunteer projects and volunteer database;
- Assist with fundraising and friend-raising projects;
- Assist the park administrator with internal and external communications, scheduling, and follow up tasks;
- Attend and record meetings with community stakeholders and other agencies; assist in the preparation of reports and correspondence.
- He or she will also be challenged by assignments to independently research and develop important projects in a variety of areas, including: park operations, park improvements, public accommodations, fundraising & development. He or she will interact directly with the public in performing these activities.

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

## **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- An interest in the public sector is presumed: relevant additional knowledge, such as urban planning, landscape design, horticulture, finance, historic preservation or non-profit administration will be a plus.
- Strong writing, communications and interpersonal skills.
- Computer skills: graphic design software, Microsoft Office suite, Adobe Creative suite.
- Ability to work productively with a wide array of people.
- Enthusiastic, creative, self-starter who enjoys problem solving.
- Sense of humor is essential.

## **APPLICATION PROCESS**

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

## **SALARY RANGE**

Unpaid