

# NYC SUMMER INTERNSHIP PROGRAM 2008

## **PARKS & RECREATION-001**

Yankee & Shea Stadiums  
Randalls Island  
New York, NY 10035

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### **AGENCY DESCRIPTION**

Parks and Recreation is a public agency which employs over 4,000 employees (11,000 at the summer peak). Its principal mission is to keep the parks, playgrounds, and sitting areas clean and safe, while developing the City's recreational opportunities by offering quality facilities, programs, and events to meet the needs of all New Yorkers.

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 4,000 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 four major stadia, 550 tennis courts, 54 public pools, 48 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches; we care for 1,200 monuments and 22 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 Easter Eggstravaganza, the Great Halloween Party, the Bocce and Beach Volleyball Tournaments, and Green-Up Day. 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 Stadia Division is responsible for the operations and maintenance of Yankee and Shea Stadiums. The Stadia Division also issues permits and approves and/or plans events in or around the stadiums.

### **POSITION TITLE**

Yankee & Shea Stadiums Intern.

### **INTERNSHIP RESPONSIBILITIES**

Interns for Yankee & Shea Stadiums help with wide variety of projects. Due to the construction of two new stadiums, interns will be involved in the coordination process and the construction schedules of various construction jobs in the south Bronx and Flushing Queens. They will assist with the coordination of maintenance and operations at the stadiums as well as planning and coordinating special events at the stadiums. Interns will also be responsible for archiving over 30 years of documents and additional office/administrative duties. They will assist with game day activities; including, manning the Parks/NYPD control center, directing calls and emergencies, responding to parking lot issues, and coordinating all aspects of game day with appropriate Parks divisions and City agencies. Interns may act as liaisons between Parks and the New York Yankees and New York Mets.

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

Applicants for this position should have strong analytical, communication, and written ability and an interest in Parks and public service. Applicants majoring in Political Science, Social Sciences, Urban Affairs and Urban Planning preferred. Flexible hours required.

**APPLICATION PROCESS**

Send your cover letter and resume to Leslie Nusblatt see email address above.

**SALARY RANGE**

Unpaid and/or school credit depending on school requirements.

**ADDITIONAL INFORMATION / COMMENTS**