

# NYC SUMMER INTERNSHIP PROGRAM 2010

## PARKS & RECREATION-078

Forest and Highland Park

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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 Forest and Highland Parks Administration have been programming and fundraising for Forest Park since 1994 and Highland Park since 2005. Our mission is a deep and abiding commitment to improving the quality of life in Queens and Brooklyn by supporting and providing educational, environmental, cultural and recreational programming and improving the facilities in both parks. Our office is located in Woodhaven, Queens at Oak Ridge.

### POSITION TITLE

Fundraising and Programming Intern

### INTERNSHIP RESPONSIBILITIES

Assist with research and writing of grants for park projects.

Intern will become familiar with the local foundations and government institutions that support Parks and get to assist with composing a grant for upcoming park programs and projects. Intern will also assist with grant funded project administration which includes report writing, purchasing, outreach and program preparation.

Assist with the preparation of special events, programs and volunteer projects.

Intern will be helping with preparing for events and programs, work with volunteers and learn how to organize and coordinate these events. Summer programs include the Highland Park Junior Garden Club, concert series and volunteer park improvement projects.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

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

- Excellent writing and organizational skills
- Willing to work outdoors when needed
- Helpful if enrolled in a BS degree in environmental education, biology or environmental science/studies
- Hours are flexible but minimum of 20 hours per week are required. Willing to work an occasional evening helpful.

### **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**