

2011 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-006

Prospect Park Volunteers Intern
95 Prospect Park West
Brooklyn, NY 11215

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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 Volunteer Office is responsible for recruiting volunteers for ongoing indoor and outdoor projects and fundraisers at events. The volunteers help clean the Park and supervise other volunteers who express interest in beautifying Parks in North Brooklyn. There will be data entry to capture volunteer and volunteer hours as well as managing tool inventory for the ongoing projects. We will post opportunities online for volunteers and outreach to the local community for involvement.

POSITION TITLE

Prospect Park Volunteers Intern

INTERNSHIP RESPONSIBILITIES

The intern will assist in volunteer recruitment and assist in outdoor volunteer projects. The outdoor projects are in collaboration with volunteers that will beautify various small parks in District 1. We will provide the tools and projects and the intern can assist running and supervising the projects. The intern should be able to handle some basic office administration functions in preparation to the upcoming outdoor projects, concerts, and fundraisers. We are in the beginning stages of creating the volunteer program here in North Brooklyn. A lot of the projects and essentials for the office are between two Parks. It is important the intern has an open mind and can follow directions to ensure a successful work environment.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Ability to work outdoors, weekends, & evenings. Lift and carry tools for various projects or for tabling events. Computer knowledge, communication and writing skills, and drivers license a plus.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS