

2012 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-017

Urban Park Rangers-Bronx
Van Cortlandt Park/Orchard Beach
Bronx, 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 Urban Park Rangers provide free programs to the public, which encourages New Yorkers to explore the natural world through their neighborhood parks. They also invite the public into Nature Centers allowing them to connect with Rangers, and learn from educational exhibits.

POSITION TITLE

Urban Park Ranger Intern

INTERNSHIP RESPONSIBILITIES

Helping the Urban Park Rangers in the operation of the Orchard Beach Nature Center, by executing the following job responsibilities:

- Provide customer service to the visitors of the center. Staffing the Greeting Table, answering questions from the public, promoting the Departments programs, and answering phone calls.
- Assist in promoting and publicizing the Nature Center with the goal of increasing the number of visitors. Assist in keeping an accurate record of visitor attendance.
- Maintain the organization and cleanliness of the center and office. General indoor cleaning of display rooms, educational areas, office, storage closets, and front of building.
- Caring for the animals in the center by providing them with daily food, water, and a clean environment. Monitoring the water quality of the salt water aquariums.
- Attend the Ranger tours and programs, and assist where needed.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Customer Service Skills: polite, good communication, friendly, organized.
-A general care or affinity for nature and the outdoor world.

nyc.gov/internships

-Able to work independently, self-motivated

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

The above tasks will allow the intern to learn many skills that they can use in their future careers. This is a great opportunity for someone to hone their customer service skills, as the patrons who visit the park are very receptive to the services this center provides. Being responsible for the appearance of the center, as well as caring for the animals, will truly teach the intern to take pride in their work and to be consistently responsible. By attending the Ranger tours, the intern will receive a lot of on the job training and knowledge about many important environmental and historical topics.