

# 2012 NYC FALL INTERNSHIP PROGRAM

## PARKS AND RECREATION-023

Partnerships Volunteer Program Intern  
Arsenal, 830 5<sup>th</sup> Avenue  
New York, 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

Partnerships for Parks is a joint program of the NYC Department of Parks and Recreation and the private nonprofit City Parks Foundation, founded in 1995 to support park volunteers and help New Yorkers work together to make neighborhood parks thrive. The Partnerships for Parks Volunteer Program manages centralized programs, events, and information, including a centralized database which tracks constituents and measures the quantitative indicators of the program. The Volunteer Program strengthens a diverse, growing network of dedicated park volunteers and groups by creating opportunities for them to celebrate their parks and accomplishments and connect with fellow community leaders and decision makers at special events throughout the year, including It's My Park Day, a citywide summer recognition event, and a series of five volunteer recognition dinners in the fall.

Please read more about our program online: [www.PartnershipsforParks.org](http://www.PartnershipsforParks.org)

### POSITION TITLE

Partnerships Volunteer Program Intern

### INTERNSHIP RESPONSIBILITIES

The Partnerships Volunteer Program Intern will work directly with the Volunteer Program Events Manager to help prepare for our fall volunteer recognition events, and plan for fall It's My Park Day. The intern will also support the Volunteer Projects Manager to connect individual volunteers and groups to service opportunities throughout New York City parks, troubleshoot challenges, and track their outcomes.

#### Responsibilities:

- Manipulate and update online event management programs
- Coordinate mailings, e-invites, and guest lists
- Respond to volunteer requests via phone and email
- Assist with event and project promotion, including social media
- Contact PfP volunteers and affiliated groups to collect information and promote activities
- Perform data-entry, updating person, organization, property records, and database logs
- Assist with expense tracking, invoices, and payment vouchers
- Event and project support, including various preparation tasks and 'day of' assistance, event set-up, etc.
- Attend all program meetings and special events (if available)

By working in our central office, the intern will have the opportunity to gain hands-on event and volunteer project planning experience, while learning effective community development strategies from a unique quasi-governmental non-profit organization. Partnerships for Parks programs support communities throughout the City through a variety of methods, including direct outreach, resources, small grants, trainings, special events, and volunteer projects. This is an excellent way for an aspiring urban planner, community organizer, or event planner to understand the programs, challenges, and benefits of working in this field.

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

We are looking for an intern who is:

- Positive, energetic, and friendly
- A problem-solver who is able to take initiative, research new projects and ideas
- An excellent writer and communicator, comfortable speaking with community members
- Computer savvy with working knowledge of MS Office, social media platforms, and able to complete precise data-entry. Database (SQL or Access) and web design experience is a plus.
- Interested in one or more of the following: Event Management, Urban Planning, Public Affairs, or Community & Social Services (optional)

#### **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**

Must be available to work between ten to twenty hours each week on a consistent schedule, between the hours of 10AM – 6PM. The intern will also be asked to assist at five TBD evening events, if they are available. The position is available from late-August through mid-December, with the possibility of a spring internship extension. Some interns have received credit for their work with Partnerships – please contact your school advisor to determine if this is a possibility.