

2014 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-004

Contact: Leslie Nusblatt
Phone: (212) 360-8212
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and over 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

The past decade has seen a remarkable expansion of this system, with new parks, playgrounds, recreational facilities, and amenities opening across the five boroughs. The Bronx River was transformed from an urban dumping ground into a waterway that welcomes kayakers and has gleaming new parks dotting its shoreline. In Queens, Elmhurst Park flourishes where huge gas tanks once stood. In Manhattan, the High Line is a unique open space that brings much needed parkland to the Chelsea community. Brooklyn's once-abandoned industrial waterfront is revitalized with the creation of Brooklyn Bridge Park, Transmitter, and Bushwick Inlet Parks. On Staten Island, Freshkills will cover 2,200 acres of former landfill with lush rolling hills and winding streams. And through PlaNYC, we are ensuring a greener and more sustainable city for future generations. NYC Parks has built new regional parks, restored abandoned Works Progress Administration-era facilities such as McCarren Pool, greened asphalt traffic medians, converted part-time schoolyards into full-time public playgrounds, and has already planted more than 800,000 trees toward our goal of one million.

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 WinterJam, Adventures NYC, and the Pumpkin Festival. In addition, Parks produces many special events, concerts and movie premieres, as well as 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 Borough Commissioner's staff includes Capital Projects Division, Partnerships for Parks outreach, Public Services Division and Commissioner Correspondence for the borough of Brooklyn. It provides the Borough Commissioner with administrative support, drafting briefing documents, correspondence and reports; facilitates borough special events; interacts with all Community Boards and elected officials; and organizes volunteers.

POSITION TITLE

Brooklyn Commissioner's Staff Intern

INTERNSHIP RESPONSIBILITIES

Research, compose and track correspondence with constituents, elected officials and Community Boards on behalf of the Park and Borough Commissioners before established deadlines via mail, email and telephone.
Solicit information from Chiefs, Deputies and Managers and write briefing documents and Brooklyn's bi-weekly report to the Park Commissioner
Prepare documents for and facilitate special events including ribbon-cuttings, ground-breakings and beach and pool openings with activities that may include historical reenactment and colonial cooking, painting projects and unveilings
Organize Brooklyn's employee of the month program
Manage the Chief of Staff's office and schedule

Intern will learn not only the "ins and outs" of the New York City Department of Parks & Recreation but much about the borough of Brooklyn itself. While the work is predominantly writing, subject matter consists of nearly every aspect of our agency including but not limited to elected official and Community Board relations, community outreach, Capital Projects and construction and Maintenance & Operations. This unique perspective of the agency will provide intern with an understanding of the workings of City government.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Excellent writing skills and organization. Dedicated work ethic. The ability to take initiative and self-manage. Respect for and patience when dealing with difficult people. Positive outlook.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid