

2014 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-005

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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

Recreation's overall mission is to enable all New Yorkers to lead physically active lives through sports, fitness and outdoor adventure. Brooklyn Recreation oversees and manages 8 Recreation Centers and is responsible for various programming of events & activities for children, teens, adults & seniors.

POSITION TITLE

Brooklyn Recreation Intern

INTERNSHIP RESPONSIBILITIES

Plan Borough wide events from start to finish. Examples: Outdoor Fitness Events, Movie Nights, Playground Associate Program, Summer Carnivals, Camp Field day, Sports Camps

Initiate partnerships with other agencies/organizations, such as neighborhood community centers, Church groups, senior centers, NYCHA, Dept for the Aging, Dept of Children Services

Search and apply for Grant & Sponsorship opportunities

Outreach & Membership – spread the word to the public about Recreation and what our Centers have to offer. Distributing fliers for Borough events, organizing and dropping off equipment for events or Playground Associate such as arts & crafts, playground equipment, table games, tables, chairs, etc.

Membership drives – set up information table about membership and programs at locations throughout the Borough. Sign up children, teens, adults & seniors.

Center Membership Financials- Track cash receipts, reconcile and run reports. Sign up employees for Free Membership

Implement new initiatives. Examples: Outdoor fitness classes, Recreation Center Membership drives, fall youth sports leagues

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Computer skills required. Such as Excel, Word and PowerPoint.

Experience working with or knowledgeable of sports, fitness outdoor activities, grant writing, Marketing .

Detailed oriented, organized, and ability to manage multiple projects at one time.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid