

2016 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-004

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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 more than 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.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing dozens of parks in neighborhoods across the city with the greatest needs—35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. 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 Fall Field Day. 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

Interns will learn the following:

- Plan Borough wide events from start to finish.
- Initiate partnerships with other agencies/organizations
- Search and apply for Grant & Sponsorship opportunities
- Outreach & Membership – spread the word to the public about Recreation and what our Centers have to offer.
- 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

nyc.gov/internships

- How to maintain and organize paperwork
- How to implement NEW initiatives
- How to develop their communication skills

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.

ADDITIONAL INFORMATION

We are looking to have interns assigned to each Brooklyn Recreation Center and in the Borough Recreation Office in Prospect Park, Park Slope.

Red Hook – Red Hook section of Brooklyn

St. John's - Crown Heights

McCarren - Williamsburg

Sunset – Sunset Park

Fort Hamilton Senior Center - Fort Hamilton section of Brooklyn

Von King Cultural Center – Bedford Stuyvesant

Brownsville Recreation Center – Brownsville Section of Brooklyn

APPLICATION PROCESS

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

SALARY RANGE

Unpaid