

NYC SUMMER INTERNSHIP PROGRAM 2008

PARKS & RECREATION-005

Marina Division
West 79th Street
New York, NY

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AGENCY DESCRIPTION

Parks and Recreation is a public agency which employs over 4,000 employees (11,000 at the summer peak) Its principal mission is to keep the parks, playgrounds, and sitting areas clean and safe, while developing the City's recreational opportunities by offering quality facilities, programs, and events to meet the needs of all New Yorkers.

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 4,000 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 four major stadia, 550 tennis courts, 54 public pools, 48 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches; we care for 1,200 monuments and 22 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 Easter Eggstravaganza, the Great Halloween Party, the Bocce and Beach Volleyball Tournaments, and Green-Up Day. 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

New York City Parks marinas serve as the "recreational boating gateways to New York City." With 15 marinas, mooring fields, and boat and kayak launches serving over 4,000 boaters annually, Parks is the leader in getting people down to, and in to our waters.

POSITION TITLE

Marina Division Intern.

INTERNSHIP RESPONSIBILITIES

Marina interns will work closely with Marina Management as well as office staff in the day-to-day operations of the popular 79th Street Boat Basin in Manhattan and the World's Fair Marina in Queens. Interns will also have opportunities to visit Sheepshead Bay marina in Brooklyn as well as various marinas and launches throughout the five boroughs. Operations, customer service, marketing and event planning will be focus of the internship. Interns will be involved in developing, advertising and hosting water-based recreational and educational opportunities for the public.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Successful applicant should possess strong communication and customer service skills. S/he should enjoy working in a busy environment with a diverse range of people. Good organizational skills and attention to detail are a must. Applicants should be computer literate, with an ability to use MS Excel and Word. Marina interns must know how to swim (for safety purposes) and be comfortable working in marine environments, on floating docks and boats.

APPLICATION PROCESS

Send your cover letter and resume to Leslie Nusblatt see email address above.

SALARY RANGE

Unpaid and/or school credit depending on school requirements.

ADDITIONAL INFORMATION / COMMENTS