

NYC SUMMER INTERNSHIP PROGRAM 2008

PARKS & RECREATION-055

Accessibility/Operations Intern
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New York, NY 10029

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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

The Accessibility Coordinator is currently implementing and developing a Transition Plan to meet the needs of the Disabled Community. The plan will focus on the physical and program barriers within City Parks and make them easier to access.

POSITION TITLE

Intern for Accessibility Coordinator

INTERNSHIP RESPONSIBILITIES

The intern will learn how parks function with facilities management, capital projects, public programs, information technology, Americans with Disabilities Act and state and local government. The intern will assist with facilities management by inspecting various park facilities and will then assist in analyzing data, developing spreadsheets and summarizing collected data. They will also work with the New Media division updating web content and, work with GIS to determine accessible features. The intern may also assist in organizing recreation programs for disabled individuals and teams and help in planning special events with various departments. Finally, they will assist with daily office activities and help the Coordinator with Power Point presentations for meetings and trainings.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Applicants for this position must demonstrate good communication skills, both oral and written and have good working knowledge of Microsoft Windows, Excel, and Powerpoint.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS