

NYC SUMMER INTERNSHIP PROGRAM 2008

PARKS & RECREATION-047

Natural Resources Group Database Management 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

Established in 1984, the Natural Resources Group is responsible for the acquisition, protection, restoration, and management of remnant and restored natural areas within the 28,000 acres of City parkland. NRG develops natural area management and restoration programs and serves as a clearinghouse for technical research that aids in the protection and restoration of the City's natural resources. NRG works cooperatively with state and federal agencies seeking reparations for assaults and damages on the City's natural resources. NRG is distinguished as an international leader in restoration ecology, research, and parks management as the recipient of several awards including, the prestigious Society for Ecological Restoration's International Sperry Award, the Environmental Law Institute/EPA's National Wetlands Award, and the Nature Conservancy's Oak Leaf Award. Since its inception, NRG has conducted vegetation and wildlife surveys on 10,000 acres of wetlands, woodlands, and meadows, secured more than \$154 million for acquisition and restoration, and restored more than 2,000 acres of salt marsh, grassland, freshwater wetland, and forest.

POSITION TITLE

Natural Resources Group Database Management Intern

INTERNSHIP RESPONSIBILITIES

The Natural Resources Group is responsible for restoring and managing thousands of acres of urban parkland. Since the establishment of the Group 20 years ago, NRG has amassed a plethora of research, reports, management plans, maps, and documents relating to the environment in

nyc.gov/internships

New York City. NRG would like an intern to assist our Data Manager in maintaining and enhancing the database. This position is good for students interested in library science or information management.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Intern Requirements:

- Familiar with Windows XP workstations: Word, Excel, Access
- Good organizational skills
- Familiarity with NYC parks is helpful

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