

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Greenthumb Administrative

ADDRESS1

New York, NY

ADDRESS2

CONTACT NAME Leslie Nusblatt

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AGENCY DESCRIPTION (Max characters 3000)

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 (Max characters 1000)

GreenThumb was initiated in response to the city's financial crisis of the 1970s, which resulted in the abandonment of public and private land. The majority of GreenThumb gardens were derelict vacant lots renovated by volunteers. These community gardens, now managed by neighborhood residents, provide important green space, thus improving air quality, bio-diversity, and the well-being of residents. But gardens aren't just pretty spaces; they're also important community resources. GreenThumb provides programming and material support to over 600 community gardens in New York City. Workshops, which are the access point for supplies, are held every month of the year, covering gardening basics to more advanced farming and community organizing topics. GreenThumb gardens are located in all five boroughs in the city. Some are green spaces meant for relaxation and as a community meeting space, others are full-fledged farms, and many are a mix of the types

POSITION TITLE (Max characters 100)

Greenthumb Administrative Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will focus on Administrative Assistance - Provide professional and confidential administrative support to the Deputy Director of GreenThumb, manage calendars and schedules, arrange appointments, meetings and conference room requests as well as reservations of spaces outside the office; take minutes at meetings, and transcribe materials and perform additional duties and projects as assigned by management, answering the main phone-line and taking detailed messages or forwarding calls or messages, handling general information requests and providing contact information for community gardens from our database.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

1. Excellent written, communication and organizational skills.
2. Ability to maintain databases, generate metrics, filing systems and performance reports.
3. Excellent customer service skills/Community Work
4. Proficiency with computer software including Microsoft Word, Excel and Powerpoint.
5. Preferred: Fluency in both English and Spanish.
6. Able to work well under pressure, multi-task, and prioritize work assignments to meet deadlines; must be able to work independently and be a team player.

APPLICATION PROCESS (Max characters 700)

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

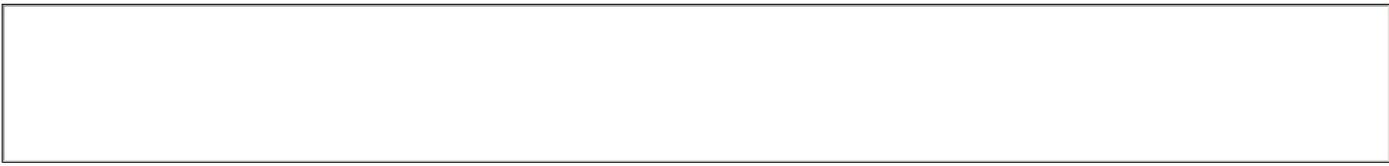
SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

- Must be able to work from: Monday, June 1st to August 14th.
 - One intern needed. Must be willing to work flexible hours including weekends.
 - Ideal candidate is a skillful communicator, comfortable with email, phone, and in person conversations with a variety of colleagues and partners.



nyc.gov/internship
