

2015 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-101

Contact: Leslie Nusblatt
Phone: (212) 360-8212
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

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 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

The interns will be working closely with the Chief of Recreation and/or Recreation Management in overseeing borough and citywide operations. Interns will organize and analyze data to guide decision-making. Interns will work with the Chief to spearhead special projects and address emerging issues. Interns will help assist the Chief in prioritizing projects and programs as they relate to Recreation. Interns will prepare briefings, compile data, produce reports, liaise with other areas of the Division, and track projects.

POSITION TITLE

Recreation Special Projects Intern

INTERNSHIP RESPONSIBILITIES

The interns will be working closely with the Chief of Recreation and/or Recreation Management in overseeing borough and citywide operations. Interns will organize and analyze data to guide decision-making. Interns will work with the Chief to spearhead special projects and address emerging issues. Interns will help assist the Chief in prioritizing projects and programs as they relate to Recreation. Interns will prepare briefings, compile data, produce reports, liaise with other areas of the Division, and track projects.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Applicants for this position must demonstrate good analytical skills, excellent organizational and outreach skills, strong writing skills, and have good working knowledge of Microsoft Windows, Excel, Access and PowerPoint. Data management and supervisory experience preferred. Applicants must be able to work both independently and in a team setting and have strong interpersonal skills. Applicants must be willing to travel via public transportation throughout New York City.

College majors from a variety of disciplines welcomed, including, but not limited to: Business/Management, Public Administration, Urban Affairs, Marketing and Non-Profit Management, Recreation Management, Computer Science, English, Public Relations.

ADDITIONAL INFORMATION

Multiple positions available throughout: Brooklyn, Queens, Staten Island, Manhattan and the Bronx.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid