

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-090

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### 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 more than 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.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing dozens of parks in neighborhoods across the city with the greatest needs—35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. 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 Fall Field Day. 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

Bronx Recreation provides Camp programs to engage young people's interests and enhance their healthy and productive development. Our trained, caring staff create safe, supportive environments for the children that attend our program. Camp activities include but are not limited to: arts and crafts, computer classes, cultural and educational trips, field games (kickball, soccer, wiffleball, relay races), outdoor activities with the Parks' Urban Park Rangers, such as bird watching, canoeing, fishing and hiking, and sports clinics. The Bronx Afterschool/Summer Camp program is responsible for the daily programming of the NYC Parks Department Afterschool and Summer Camp Programs.

### POSITION TITLE

Bronx Afterschool/Summer Camp Intern

### INTERNSHIP RESPONSIBILITIES

I am requesting an intern to assist me with the daily paperwork and filings of the Afterschool Programming. To take messages and answer phones. To help me to keep up with the daily calendars for programming. To also be able to assist with set up and break downs of Borough Special Events. If possible I would like this assistance during the summer camp programming also. The Intern would learn how to keep completed and correct records. He or she would learn the daily routines and scheduling for programming & how to assist in a professional office environment. He/she would also be able to learn how to Program for Setting up Special Events for Children ages 6-13.

**QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

The intern should be computer literate (Word/Excel and Power Point). The intern should be able to keep records/files in an orderly fashion. He/She should be able to answer phones in a professional manner and be able to assist Borough-Coordinator with set up and break downs of special events.

**APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

**SALARY RANGE**

Unpaid