

2017 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-016

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 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, the Mayor's office has funded a number of equity initiatives including:

Community Parks Initiative

NYC Parks' Community Parks Initiative, at the center of the Mayor's plan, is completely redesigning and reconstructing nearly 60 parks in neighborhoods across the city with the greatest needs—35 of which are in construction.

Parks Without Borders

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 public realm.

Anchor Parks

Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

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 NYC 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

Our mission is to enable all New Yorkers to lead physically active and intellectually challenging lives through sports, fitness, outdoor adventure, technology, education, and the arts.

Parks offers a wide array of recreation programs for children, teens, adults, seniors and families. There are 35 Parks recreation centers and hundreds of events and programs that NYC Parks' Recreation Division hosts annually throughout Brooklyn, Queens, Manhattan, Staten Island and the Bronx.

POSITION TITLE

Recreation Special Projects Intern

INTERNSHIP RESPONSIBILITIES

The interns will be working closely with the Deputy 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 Deputy 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

35 hours per week

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