

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-087

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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

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 36 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 Youth Programs Intern

### INTERNSHIP RESPONSIBILITIES

The intern will assist with the development and implementation of NYC Parks' youth programs, such as Summer Camp and Afterschool. The intern will:

- Help develop program curricula.
- Review weekly reports, track activities and follow up with the Central Recreation office.
- Track, monitor and report weekly attendance.
- Travel to various locations during program hours to conduct site visits.

**[nyc.gov/internships](http://nyc.gov/internships)**

- Attend and assist in Borough and Citywide events relating to Summer Camp and Afterschool programs.
- Assist staff with trainings and paperwork to be reported to the Commissioner and other New York City agencies.
- Ensure compliance with the Department of Health's School-Aged Child Care (SACC) regulations at Afterschool sites.

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

Applicants with college majors from a variety of disciplines welcomed, including, but not limited to: Education, Recreation Management, Child Development, Physical Education, Public Health, Public Administration, Urban Affairs, Sociology and other social sciences.

Applicants for this position must have demonstrable experience in afterschool, summer camp or other youth programs.

Applicants for this position must demonstrate good oral communication skills, good organizational and outreach skills, strong writing skills, and have good working knowledge of Microsoft Windows, Excel, and PowerPoint. Supervisory experience a plus.

### **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](mailto:Leslie.Nusblatt@parks.nyc.gov)

### **SALARY RANGE**

Unpaid