

2017 NYC INTERNSHIP PROGRAM

PARKS & RECREATION-002

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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, 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

Fleet Operations handles all aspects of the Agency's Fleet management, from procurement and the acquisition of new vehicles, to vehicle repair and maintenance, to relinquishment of derelict vehicles. Our mission is to maintain one of the most efficient Fleets in the country with a focus on customer service and vehicle sustainability, and to advance our programs through innovative Fleet management strategies and new technologies.

Fleet Operations also oversees the parts procurement program, the fuel program for the Agency, special events, emergency management, sign production, small equipment, recycling, vehicle sustainability, collisions, the Agency's authorized driver and defensive driving program, and as part of various Citywide initiatives.

POSITION TITLE

Fleet Operations Media Intern

INTERNSHIP RESPONSIBILITIES

Fleet Operations is building a growing library of how-to and Best Practices videos for vehicles and equipment. Our goal is to provide quick instructional videos to get a better understanding on how things work. The video library addresses the most basic concerns to the most challenging scenarios that come from operating professional equipment. We cover topics like How to Charge an Electric Vehicle, Small Equipment, Checking Fluid Levels and much more.

The intern will assist in developing the script, setting cast members, organizing props, production and finalization of the video. This is a great opportunity to practice and learn video production as well as learning about vehicles and equipment.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Ability to learn
- Communication and Organizational Skills
- Analytical and detail oriented with a high degree of accuracy
- Ability to work independently, set priorities and meet deadlines
- Proficient in Microsoft Suite (Word, Excel, PowerPoint)
- Proficient in Adobe Premier Pro

ADDITIONAL INFORMATION

Intern can be provided with the necessary equipment to complete his/her project. Prior fleet or vehicle experience not required.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid