

# 2017 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-010

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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

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. Recreation works closely with community partners to meet the needs of New Yorkers across the five boroughs.

Queens Recreation is responsible for promoting active and leisure time activities to Queens' residents. Many highlights include our Summer Sports Experience program in Flushing Meadows Corona Park, as well as Family Day events supported by NYC Councilmembers. The borough is also home to AI Oerter Recreation Center one of NYC's newest and largest recreation centers. Queens Recreation continues to improve and create new ways to bring fun and healthy activities to the daily lives of New Yorkers.

## **POSITION TITLE**

Queens Recreation Intern

## **INTERNSHIP RESPONSIBILITIES**

The intern will assist with the development and implementation of NYC Parks' recreational and fitness programs, such as Summer Camp, Afterschool, Sports & Fitness Events, and Shape Up NYC. The intern will:

- Conduct outreach for programs and events in communities.
- Assist borough coordinators with program planning and execution relating to education, arts, culture, and sports.
- Attend and assist in Borough and Citywide events relating to recreation and fitness.
- Liaise, build and maintain relations with community partners.
- Travel to various locations during program hours to conduct site visits.
- Assist in the development and tracking of event supply inventories.
- Assist staff with trainings and paperwork to be reported to the Commissioner and other New York City agencies.

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

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

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

## **APPLICATION PROCESS**

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

## **SALARY RANGE**

Unpaid