

# 2017 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-057

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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

Computer Resource Centers (CRC) provide internet and information access, state of the art technology tools, and digital learning opportunities in 32 DPR recreation centers city-wide to New York City residents. CRC workshops and training sessions are free to recreation center members of all ages and abilities and range from basic typing to video production and game design. Our teen programming, RecYouth, provides teens with multimedia project based learning and credit-bearing internships. Our adult program offers certification in Adobe CC and MS Office. Our afterschool and summer programs, for youth ages 6-14 throughout the city, focus on project-based learning in the areas of 21st century skills, media literacy and STEM enrichment. <http://www.nycgovparks.org/crc>

### POSITION TITLE

CRC Program Management Intern

### INTERNSHIP RESPONSIBILITIES

- Support our central administration staff, including schedule management, online postings, and inventory management.

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

- Facilitate communication between CRC administration and CRC coordinators city-wide.
- Contribute to federal grant reporting needs through data tracking and analysis.
- Assist with Central Administration/management of program implementation.

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

- Junior or senior in college majoring in Business Administration, Public Administration, Education, or a technology-related field, or possessing similar experience and interests
- Interest in understanding and supporting municipal program administration
- Attention to detail and punctuality
- Enthusiasm and ability to collaborate with CRC director and additional staff
- Proficiency in Microsoft Word, Excel, Outlook, and Google Docs.
- Advanced skills in data management beneficial
- Interest and passion for digital literacy education and expanding technology access preferred

### **ADDITIONAL INFORMATION**

2 positions available. 10-20 hours/week.

### **APPLICATION PROCESS**

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

### **SALARY RANGE**

Unpaid