

# 2017 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-062

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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

The Borough Commissioner's office at the Bronx headquarters is responsible for the maintenance, repair, and development of the entire borough's facilities and parks. Its record management unit is responsible for the maintenance, archiving, cataloging, and safe keeping of blueprints, plans, maps, and other materials. The Bronx archives are an important part of Parks Maintenance and Operations as they provide a reference to the critical infrastructure and historical development of sites in the borough. Many of the plans and blueprints are from the original construction of some parks, and date back to the 1930s.

The Bronx Borough Commissioner, Chief of Operations, and the Supervisor of Trades must have the plans and schematics of all facilities and parks readily available. The Bronx Archival Intern would help the ongoing cataloging and organization of this file room.

### POSITION TITLE

Bronx Archival Intern

## **INTERNSHIP RESPONSIBILITIES**

The Bronx Archival Intern will manage the Bronx archives and catalog incoming materials and keep existing materials organized. The internship will also provide the opportunity to learn and assist Parks operations and administration, Capital planning, park design, and community outreach. The intern will be expected to:

- Organize and inventory the specification books, blueprints, schematics, maps and other important documents for numerous Bronx contracts;
- Maintain the archival data using Excel or Access;
- Handle historical plans, maps, and photos with care;
- Attend planning and site meetings and record notes;
- Other duties, as assigned

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

- Currently enrolled in an Undergraduate or Graduate degree program, with a major or strong interest in Landscape Architecture, Urban Planning/Studies, Public Administration, Civil Engineering, Library Science, or a related field;
- Organizational skills a plus;
- Ability to work independently;
- Experience with Microsoft Office Suite, especially Word, Excel, and Access.

## **ADDITIONAL INFORMATION**

This position is located in the Borough offices at 1 Bronx River Parkway. A preference will be given to candidates in need of academic credit. We are expecting the intern to work two to three days per week. The archives are open Monday through Friday, from 9am to 3pm, with additional hours available based on tasks or events of the intern's interest.

## **APPLICATION PROCESS**

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

## **SALARY RANGE**

Unpaid