

2017 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-073

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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

The Brooklyn Borough Commissioner's Office oversees all maintenance and operations of parks properties within Brooklyn. We are responsible for liaising with elected officials, residents, community groups, and local government offices. We advise on needed capital improvements and review public input for projects, working closely with the Planning and Capital divisions. We track ratings for each property and coordinate allocations of Borough staff to address park conditions.

POSITION TITLE

Brooklyn Borough Commissioner's Office Intern

INTERNSHIP RESPONSIBILITIES

Responsibilities include documenting and tracking the course of capital improvements from initial community input meetings to site inspections to ribbon-cutting events, assisting during special events, tracking interactions with local Community Boards, keeping an inventory of office supplies, scanning and archiving important documents, updating contact information and district maps for elected officials and Community Boards, and working with GIS to create map layers for park districts. Interns will learn much about the capital process, how to manage events, details about park properties throughout Brooklyn, and how local residents are engaged in building and renovating parks.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Computer skills including Microsoft Word, Excel, Powerpoint, Outlook
- Familiarity with GIS software
- Excellent communication and organizational skills
- An interest in improving neighborhood parks
- Excellent interpersonal skills and interest in engaging communities

APPLICATION PROCESS

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

SALARY RANGE

Unpaid