

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Advocate's Office

ADDRESS1 1234 5th Ave

ADDRESS2 New York, NY

CONTACT NAME Leslie Nusblatt

E-MAIL Leslie.Nusblatt@parks.nyc.gov

PHONE (212) 360-8257

FAX (212) 360-8263

## AGENCY DESCRIPTION (Max characters 3000)

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 miles of beaches. Parks serve as New Yorkers' backyards, as 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 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.

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 skating rinks, golf courses and other concessions.

## UNIT DESCRIPTION (Max characters 1000 )

The Parks Advocate's Office is a division within the New York City Parks Department and is responsible for investigating and prosecuting allegations of employee misconduct and takes appropriate disciplinary action when warranted. The office also oversees the Agency's drug and alcohol testing program.

## POSITION TITLE (Max characters 100)

Parks Advocate's Office Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

An investigator intern will assist agency investigative staff in performing highly confidential and sensitive investigations of the administrative

misconduct and incompetence of agency employees, violation of agency and City rules, regulations and Parks Department standards of conduct.

Some of these tasks may involve assisting with analysis and verification of evidentiary documents, sitting-in on interviews of subjects and witnesses, limited field and undercover work, surveillances, drafting directive to appear and writing comprehensive reports.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

College students with experience in human resources administration, criminal justice, Sociology and criminology.

Ability to handle confidential matters.

Excellent communication, organizational, research and writing skills.

Proficiency in computer software including Microsoft Word, Excel and Access.

The ideal candidate will have a professional work ethic and be willing to learn all aspects of investigations and employee discipline.

**APPLICATION PROCESS (Max characters 700 )**

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

**SALARY RANGE**

Unpaid

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

N/A