

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Commissioner's Office

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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 Commissioner's office oversees all divisions and operations of the NYC Department of Parks and Recreation. The office staff is responsible for managing the Commissioner's workload and schedule, preparing him for and accompanying him to events, and managing his phone calls. The office also receives correspondence from constituents, elected officials, and other city agencies for the entire Parks Department, either delegating responsibility for responses to Parks sub-agencies or preparing and sending replies directly.

POSITION TITLE (Max characters 100)

Parks Department Commissioner's Office Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern duties are diverse and dynamic, offering a chance to learn about the Parks Department and City government at all levels, from the gritty

to the grand. Many of the office's daily operations are shared by everyone, including answering phones, ensuring that the Commissioner is prepared for appointments and on schedule, and dealing with unexpected issues as they come up. As a member of the correspondence team, the intern will help manage and delegate responsibility for the hundreds of emails, letters, and 311 calls that come into the office each week. The intern will also have the opportunity to accompany the Commissioner to press events, field outings, and high level meetings with government and non-profit partners. The intern will be asked to conduct research, analyze and synthesizes information from across the agency to prepare PowerPoint presentations, reports and briefing documents for the Commissioner. He or she may also be assigned special projects by the Chief of Staff.

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

- Interest in New York City, its government and its parks
- Strong writing and editing abilities
- Familiarity with Windows, Microsoft Office, and general computer operations
- Experience in an office environment and understanding of general office protocols
- Willingness to work as a member of a team
- Ability to manage and prioritize multiple tasks as they arise

APPLICATION PROCESS (Max characters 700)

Please email cover letter and resume to 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