

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Northeast Queens

ADDRESS1 Fort Totten or Alley Pond

ADDRESS2 Queens, NY

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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 )

District 7A - Northeast Queens (NEQ) headquarters provides opportunities for community members to enjoy free programs and events in many of our NEQ parks during the spring, summer and fall. District 7a Park Manager and staff are also responsible for maintaining Fort Totten, Little Bay Park, Crocheron Park, Udalls Park Preserve, Alley Pond Park (second largest park in Queens) and a number of playgrounds and Greenstreets.

## POSITION TITLE (Max characters 100)

Northeast Queens Programming Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The intern will be responsible for helping to organize, prepare and execute plans for our programs and special events. These duties will offer

hands on experience with the various stages of a wide range of programs and activities. The person will work with the NE Queens Park Administrator, Park Manager, and the Assistant to the NEQ Administrator. The intern will learn how to coordinate work with various district staff, community groups and vendors for programs and special events. This should provide the intern with some planning, team building and interpersonal skills. The intern may work on marketing and promotion of events, planning event activities, and set-up. The intern should be willing to work on-site at some of these events, which may include working directly with public, volunteers, elected officials, recreation staff and borough M&O staff. Intern will be given opportunity to learn some general skills in special event and program planning.

The intern will become familiar with some of our trails at Alley Pond Park. In particular, the monitoring of three trails that had become unofficial trails that we closed off in conjunction with Natural Resources Group staff. These trails were redundant and paralleled some of our formal trails and have been chosen as planting sites for reforestation. Intern would be asked to assist park staff with review and assessment of trail use.

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

Some familiarity with Word, Outlook and Excel would be helpful. A willingness to learn and work as team member is desirable. Interest in natural resources; event planning and community programs would be useful.

### **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 )**

Fort Totten and District 7A is also a semi-popular location for film, TV and photo shoots. Intern would work with Assistant to NEQ Administrator to support Location Scouts and Production companies' visits and coordination of scheduled shoots. Person would report to Fort Totten (District headquarters) or at Alley Pond Park. We are flexible in our scheduling.