

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Manhattan Recreation

ADDRESS1 24 West 61 St

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 )

Manhattan Recreation's main focus is to deliver sports, fitness, and fun outdoor programs for New Yorkers at little or no cost. Manhattan Recreation coordinates different sports programs such as Flag Football, Basketball, Street Hockey, Soccer, Softball, and many other sports programs. We also have many fitness programs such as yoga, body conditioning, boot camps, spin, and dance classes. We coordinate and staff indoor and outdoor special events both on a borough and city level. Manhattan Recreation operates 13 recreation centers, staffs over 30 parks on a seasonal basis, and runs 5 summer day camps and afterschool programs.

## POSITION TITLE (Max characters 100)

Manhattan Recreation Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

As an intern there are many responsibilities. When in the office responsibilities include administration work, creating programs/events, creating event physicals, community outreach, attendance tracking, and assisting throughout the office. In the field responsibilities are facilitating special events/programs, also recreation staff, participate in sports, fitness, and outdoor adventure activities, and positively representing NYC Parks.

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

Minimum requirement of a high school diploma. Special skills can include: a background in sports or fitness, the outdoors, enjoys working with children, strong organizational skills, event planning, or general computer skills.

**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 )**

Manhattan Recreation is looking for interns with energy and who are willing to learn. We use this internship as a tool to teach about the recreation profession.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

---