

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Brooklyn Operations

ADDRESS1 Brooklyn

ADDRESS2 New York, 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 )

Brooklyn Operations oversees the operations and maintenance of over 800 properties that cover close to 2400 acres. These sites range in size and diversity from neighborhood playgrounds and green streets to large park zones. In the summer, area beaches and 14 pools are added to the mix.

Our office coordinates the personnel, equipment and other resources to care for our parks for the safe enjoyment of our visitors.

## POSITION TITLE (Max characters 100)

Brooklyn Operations Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The intern will learn about the many aspects of Brooklyn operations, assist with special projects as they arise and have two main areas of responsibility:

- Conduct borough-wide inventories of park property features (such as synthetic turf condition or recycling container type and location)
  - o Correspond with Parks staff including supervisors and managers to request information;
  - o Organize and track responses;
  - o Develop and populate a basic database (Access) or spreadsheet (Excel) with updated information, and produce a final inventory.
- Provide basic support to Daily Tasks and Inspection mobile applications
  - Log and respond to issues that arise with mobile device applications used to collect data in the field. Examples include logging technical issues such as bugs and suggestions for improvement from users.

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

- Attention to detail a must
- Strong writing skills
- Interest in learning new skills (familiarity with Excel preferred)
- Positive attitude and willingness to take direction

**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