

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Pelham Bay Park

ADDRESS1 Pelham Bay Park

ADDRESS2 Bronx, 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)

More than three times the size of Manhattan's Central Park, Pelham Bay Park is the City's largest park property. Visitors to the park enjoy miles of bridle paths and hiking trails, Orchard Beach, the Bartow-Pell Mansion, two golf courses, and a breathtaking 13-mile saltwater shoreline that hugs Long Island Sound. Athletes frequent its numerous fields and courts while children frolic in its playgrounds. Pelham Bay Park also has a wide and diverse range of plant and animal life and features prime locations to view one of nature's most skillful hunters, the osprey.

POSITION TITLE (Max characters 100)

Pelham Bay Park Administrative and Special Events Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Responsibilities of the internship include participating in the day -to -day operations of the administration office, assisting in the management of

events in the park, special projects, and research. The intern will have a unique opportunity to learn first-hand about the world of parks. The interns will gain experience in public relations (they will edit and work on our web site and assist in permit processing), they will be the liaison with other internal departments such as the Rangers and Recreation as well as external agencies and community groups.

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

Qualified candidates should be college students, proficient in Microsoft Office, able to do online research, and have excellent oral and written communication skills. Interns should have an interest in office administration; special events and/or related areas such as education, performing arts, history, cultural and natural resources and social services. Strong organizational and computer skills required. Knowledge of and experience with Word Press a plus.

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