

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Greenthumb

ADDRESS1 Manhattan

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)

GreenThumb was initiated in response to the city's financial crisis of the 1970s, which resulted in the abandonment of public and private land. The majority of GreenThumb gardens were derelict vacant lots renovated by volunteers. These community gardens, now managed by neighborhood residents, provide important green space, thus improving air quality, bio -diversity, and the well -being of residents. Gardens aren't just pretty spaces; they're also important community resources.

GreenThumb provides programming and material support to over 600 community gardens. Workshops, which are the access point for supplies, are held every month, covering gardening basics to more advanced farming and community organizing topics. GreenThumb gardens are within all 5 boroughs. Some are green spaces meant for relaxation and as a community meeting space, others are full -fledged farms, and many are a mix. The volunteer gardeners are the backbone of our program and are of diverse in age and background.

POSITION TITLE (Max characters 100)

Greenthumb Special Projects Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Perform administrative duties and analytic functions;
- Work closely with high-level staff to develop, manage and evaluate high priority initiatives;
- Handle general information requests and providing support to community gardens;
- Conduct community outreach and supervise research, data gathering and analysis;
- Provide garden support including site visits, technical and organizing support, and coordination of resources;
- Support citywide initiatives including inspections, special events, and youth leadership.

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

1. Excellent writing, communication and organizational skills.
2. Ability to maintain databases, generate metrics, filing systems and performance reports.
3. Excellent customer service skills/ Community Work
4. Proficiency with computer software including Microsoft Word, Excel and Powerpoint.
5. Preferred: Fluency in both English and Spanish.
6. Able to work well under pressure, multi-task, and prioritize work assignments to meet deadlines; must be able to work independently and be a team player.

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)

1. Must be able to work from: Monday, June 1st to August 12th.
2. Must be willing to work flexible hours including weekends.
3. Ideal candidate is a skillful communicator, comfortable with email, phone, and in person conversations with a variety of colleagues and partners.