2017 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME
NYC PARKS & RECREATION

DIVISION
Capital Projects

ADDRESS1  The Olmsted Center
ADDRESS2  Queens, NY

CONTACT NAME  Leslie Nusblatt
E-MAIL  Leslie.Nusblatt@parks.nyc.gov
PHONE  (212) 360-8212
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 more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital 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, the Mayor's office has funded a number of equity initiatives including:

Community Parks Initiative
NYC Parks' Community Parks Initiative, at the center of the Mayor's plan, is completely redesigning and reconstructing nearly 60 parks in neighborhoods across the city with the greatest needs --35 of which are in construction.

Parks Without Borders
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 public realm.

Anchor Parks
Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

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. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

UNIT DESCRIPTION (Max characters 1000)

Interagency Coordination and Construction Permits is a unit within Parks' Capital Division that handles design and construction review of capital projects on parkland initiated by outside governmental entities. Construction Permits are issued as necessary for the above projects, as well as for amendments to Parks-initiated projects to include scope of work not included in the original contract, and for private homeowners and developers with property adjacent to Parks'.

POSITION TITLE (Max characters 100)

Interagency Coordination and Construction Permits Intern
INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Interagency Coordination and Construction Permits has recently developed a web-based intake form for plan review and construction permit applications that is tied to a database accessible to all Parks Divisions for permit review and approval. The intern would be responsible for both improving the data integrity of our existing archive of permits issued prior to 2016, as well as ensuring all permits issued after the implementation of the web portal are uploaded, accessible, and complete. The intern would also have the opportunity to review new projects as they come in to Interagency for review on a rolling basis, and report on potential impacts to parkland and park assets.

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

Microsoft Excel and/or Sharepoint (or other database) proficiency, GIS experience a plus. Ability to work with staff and independently. Key areas of interest would include: city planning, capital project development, database development, and urban forestry.

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)

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