

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Community Outreach & Partnership Development

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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)

The Office of the Chief of Community Outreach & Partnership Development is responsible for the Parks Department's efforts of fostering and growing relationships with constituents by shaping and crafting policy and activities geared toward community coordination, development, and management. Community Outreach, Partnerships for Parks, GreenThumb, Government Relations, Partnership Development, Art & Antiquities, Marketing, and Citywide Special Events fall under this umbrella. The office staff is responsible for day-to-day activities that support the Chief's mandate to communicate the administration's and agency's priorities and successes effectively to the public, grow the capacity of local stewards and institutions to care for and advocate for their parks, build and manage relationships with key community stakeholders, and develop strategies for leveraging private support and creating new partnerships for parks with greatest needs.

POSITION TITLE (Max characters 100)

Community Outreach & Partnership Development

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern duties are diverse and dynamic, offering a chance to learn about the Parks Department and City government at all levels, from the gritty to the grand. The intern's main responsibilities will be to conduct park usership surveys of community parks throughout the city. The park survey program is a high priority of the agency to solicit feedback of our patrons. Interns will also spend part of their time working in the Parks office, where they will enter, analyze, and report on survey results to assist with decision-making. Interns will have hands-on experience interacting with the public, learning how parks in New York City operate, and playing an active role in addressing key agency initiatives. Interns will be asked to work a flexible work schedule, including weekends, to optimize survey data collection. This internship would be a great opportunity for someone interested in public service, campaign work, and/or community organizing.

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

A deep interest in New York City, its government, community and civic involvement
Highly motivated, organized, with a positive attitude
Available to work a flexible work schedule, including weekends
Willingness to work outdoors
Strong communication skills, writing and editing abilities
Eagerness to work as a member of a team
Ability to multi-task, prioritize, and meet deadlines
Excellent customer service skills
Experience in an office environment and understanding of general office protocols

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