

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Washington Square Park Conservancy Administrator's Office

ADDRESS1 Washington Square Park

ADDRESS2 New York, NY

CONTACT NAME Leslie Nusblatt

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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 Administrator's office oversees all the aspects of Washington Square Park's day-to-day operations and management of Washington Square Park, from event permits and film shoot approvals to overall direction of maintenance and operations, in close partnership with park supervisors. In addition, the Washington Square Park Conservancy, a non-profit partner group, works closely with the Park Administrator and the community on volunteer efforts and fundraising for ongoing park maintenance and horticulture.

The Intern would play a crucial role in advancing all of these efforts. Because the Park tour program and other events occur on weekends, the Intern would ideally be available for a few (3-6) hours each weekend to play a key role in volunteer and event coordination. Additionally, the intern would assist in updating our websites and public social media outlets each week, scheduling volunteers, photographing the Park, and other development tasks.

POSITION TITLE (Max characters 100)

Washington Square Park Conservancy Administrator's Office Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Update information in the Conservancy contact database (E-Tapestry) including general updates and/or data-entry
- Schedule and communicate with volunteers directly and through volunteer management database (Volgistics)
- Create event notices for NYC Parks and WSPC websites
- Create original content and post on the Conservancy's social media and website accounts (Facebook, Instagram, Twitter)
- Docent/Tour program operations
 - attend weekend tour / greeter sessions and oversee the event from set-up to clean-up
 - assist with scheduling
 - field questions, comments, inquiries
- Photography:
 - for social media and other general photo library usage
 - Park's flower beds for horticulture documentation
- Events:
 - Assist with the development of Taste of the Village and busy tasks necessary to prepare the event
 - Other hands-on event management tasks as needed
- Communicate and engage with Park personnel to help oversee smooth maintenance and operations of the Park
- Additional administrative tasks as needed

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

- An interest in the public sector is presumed: relevant additional knowledge, such as urban planning, landscape design, horticulture, finance, historic preservation or non-profit administration.
- Strong writing, communications and interpersonal skills. (essential)
Strong attention to detail.
- Ability to communicate nuanced information verbally and in writing (essential)
- Computer skills: Microsoft Office suite (essential), Adobe Creative suite (preferred).
- Ability to work productively with a wide array of people. (essential)
- Enthusiastic, creative, self-starter who enjoys problem solving. (essential)
- Experience managing volunteers and groups of people (preferred)
- Knowledge of plants, landscape, horticulture (preferred)
- Appreciation of and ability to handle situations that are unexpected, strange and/or offbeat (essential)
- Sense of humor (mandatory, see items listed above).

APPLICATION PROCESS (Max characters 700)

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

\$1,000 stipend

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

- Some weekend work is expected; schedule can be flexible between week/weekend days
- Occasional evening work is also expected; schedule can be flexible to accommodate
- Expect to travel somewhat frequently between various work locations
- Conservancy website: <http://washingtonsquareparkconservancy.org/>