

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Bronx Operations

ADDRESS1 Bronx

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)

Bronx Operations oversees borough analytics, operations management and planning, natural resource management, and the day-to-day maintenance operations of 16 urban park districts consisting of almost 7,000 acres of parkland and some of the largest parks in NYC.

The internship is located at the Agency's borough headquarters, Ranaqua, a Works Progress Administration building purpose-built for the agency in the 1930s. The compound houses all of the borough's divisions, including operations, recreation, forestry and workshops used by tradespeople ranging from blacksmiths to carpenters. It is accessible via bus and subway, and parking is available.

POSITION TITLE (Max characters 100)

Bronx Operations Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Liaise with other divisions to gather data for reports
- Answer inquiries from the public and provide excellent customer service
- Assist with collection, monitoring and analysis of data
- Organize digital archives and improve data collection processes
- Produce reports for executive management
- Collect geographic data on agency assets in the field, assist with mapmaking
- Develop and document process improvements
- Ride with sector crew chiefs to observe field operations and assist with training
- Work with operations and horticulture staff to document pesticide application

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

Proficiency with computers and MS Office software, knowledge of digital asset management and GIS software a plus; interest in local government, park management, economics, data analysis and/or operations management and process improvement

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)

Will hire up to 2 interns