

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Park Management G.I.S. Intern

ADDRESS1

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 over 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.

The past decade has seen a remarkable expansion of this system, with new parks, playgrounds, recreational facilities, and amenities opening across the five boroughs. The Bronx River was transformed from an urban dumping ground into a waterway that welcomes kayakers and has gleaming new parks dotting its shoreline. In Queens, Elmhurst Park flourishes where huge gas tanks once stood. In Manhattan, the High Line is a unique open space that brings much needed parkland to the Chelsea community. Brooklyn's once-abandoned industrial waterfront is revitalized with the creation of Brooklyn Bridge Park, Transmitter, and Bushwick Inlet Parks. On Staten Island, Freshkills will cover 2,200 acres of former landfill with lush rolling hills and winding streams. And through PlaNYC, we are ensuring a greener and more sustainable city for future generations. NYC Parks has built new regional parks, restored abandoned Works Progress Administration-era facilities such as McCarren Pool, greened asphalt traffic medians, converted part-time schoolyards into full-time public playgrounds, and has already planted more than 800,000 trees toward our goal of one million.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. 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 Pumpkin Festival. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

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 rinks, golf courses and other concessions.

UNIT DESCRIPTION (Max characters 1000)

Manhattan Parks and Recreation/ Operations and Maintenance Division is responsible for repair and maintenance of all park properties and regulation of all park events and activities.

Other agencies/ organizations involved in this program: Department of Parks and Recreation (D.P.R.) works with the Summer Youth Employment Program (S.Y.E.P.) which is operated by the Department of Youth and Community Development (D.Y.C.D.). When S.Y.E.P. participants are assigned to Parks their work in the park makes a big difference if they are scheduled, monitored, trained and tasked appropriately.

Park volunteers usually come from Partnerships for Parks and are a variety of corporate groups, community members and not-for-profit organizations that want to make a difference in our parks.

POSITION TITLE (Max characters 100)

Park Management GIS Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The interns will be:

- Assisting the Park Manager, Supervisors or Gardeners with park improvement projects that involve:
- Creating an inventory of park volunteer projects using GIS
- Planning and organizing future projects that include a learning component, teamwork skills, or team building tasks for volunteers
- Helping to devise a budget and coordinate all items associated with projects
- Scheduling, supervising and training park staff to count welcome and/ or survey visitors
- Mapping areas of the park with the help of recruited staff or volunteers
- Attending trainings, meetings, lectures or intern events which might start as early as 7 a.m. and as late at 7 p.m. (Staff meetings, events or lectures that require your attendance often involve related training, orientation, or introductions to our executive management staff at Parks and/ or excursions to another park or park office. Some staff meetings involve participation in a volunteer project and a chance to learn about New York City.)

Special Projects:

Special projects are for four interns with the right background, enthusiasm and experience:

- Help the Manager to secure appropriate volunteer projects for a park and help to encourage programs in the park.
- Enter and use the data collected by volunteers to create a report and presentation about the park.
- Use GIS to map any spatial data collected that can be used to manage the park and create a budget for the park's maintenance activities.

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

Full-time College student, recent college graduate or part-time college student with at least 2 years experience working in a position with the following types of duties:

- Clerical, customer relations
- Knowledge of Microsoft Office programs like Word and Excel
- Data entry experience or the ability to type 50 WPM.

Preferred skills:

- 30 College credits, knowledge of ArcMap or AutoCAD is a plus,
- Ability to work anywhere by providing your own laptop and GIS Software in order to flexibly manage your own schedule and resources.
- Experience using independent judgment with a project team, experience coordinating projects or supervising volunteers with an energetic and enthusiastic personality,
- An interest in: not-for-profit management, youth/child development, operations management, horticulture, forestry, geographic information systems, ecology, engineering, or conservation biology/ ecology, are a definite plus but we will accept a detail oriented person with goals and dreams in any career field related to governmental administration.

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)

This internship provides supervising and coordinating experience, teen-mentoring skills and some specialized skills in horticulture, Geographic Information Systems (GIS) and Operations and Maintenance Management. Each intern will encourage and work with our staff and volunteers and will make sure that all activities we undertake to improve the park are well received by the public and park staff. They will supervise projects and ensure that all work is conducted in a safe and productive manner once they are trained and able to do so.

The interns will be needed for at least 20 hours per week in shifts, including a Saturday or Sunday between 9am and 3pm.

nyc.gov/internship
