

# 2015 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Community Outreach Intern

**ADDRESS1** New York, NY

**ADDRESS2**

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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 )

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 Intern

**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 customer service surveys of beaches and outdoor pools. The customer service survey program is a high priority of the agency to solicit feedback of our patrons. Interns will conduct analysis of beach and pool operations and work to assess best practices for delivering surveys. Interns will also spend part of their time working in the Parks office, where they will analyze survey results and present findings to agency leadership 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 improving agency operations. 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 campaign work, lobbying, 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.  
Strong communication skills, writing and editing abilities.  
Willingness 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](mailto: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