

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

**Bronx Borough Commissioner Office**

**ADDRESS1** 1 Bronx River Parkway

**ADDRESS2** Bronx, 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 )

The Borough Commissioner's office at the Bronx Borough headquarters is responsible for the maintenance, repair, and development of the entire borough's facilities and parks. Its record management unit is responsible for the maintenance, archiving, cataloging, and safe keeping of blueprints, plans, and maps. The Bronx archives are an important part of Parks Maintenance and Operations as they provide a reference to the critical infrastructure and historical development of sites in the borough. Many of the plans and blueprints are from the original construction of some parks, and date back to the 1930s.

The Bronx Commissioner, Chief of Operations, and the Supervisor of Trades must have the plans and schematics of all facilities and parks readily available. The Bronx Archival Intern would help the ongoing cataloging and organization of this file room.

## POSITION TITLE (Max characters 100)

Bronx Archival Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

The Bronx Archival Intern will manage the Bronx archives and catalog incoming materials and keep existing materials organized. The internship will also provide the opportunity to learn about Parks operations and administration, Capital planning, park design, and community outreach. The intern will be expected to:

- Organize and inventory the specification books, blueprints, schematics, maps and other important documents for numerous Bronx contracts
- Maintain the archival data using Excel or Access
- Handle historical plans, maps, and photos with care
- Attend planning and site meetings and record notes
- Other duties, as assigned

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

•Currently enrolled in an Undergraduate or Graduate degree program, with a major or strong interest in Landscape Architecture, Urban Planning, Public Administration, Civil Engineering, Library Science, or a related field.

- Organizational skills a plus
- Ability to work independently
- Experience with Microsoft Office Suite, especially Word, Excel, and Access

**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 )**

This position is located in the Bronx office. We are expecting the intern to work two to three days per week.