

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Brooklyn Recreation

ADDRESS1 Brooklyn

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)

Through our Recreation Division, Parks & Recreation will:

- Lead the City in providing free and low-cost opportunities for people to "get moving".
- Engage partners and members of the community to develop innovative and fun programming.
- Use our facilities, the talents of our staff, and our online resources to connect people to outdoor activity and to promote the many benefits of our natural environment.
- Become the first choice for those seeking sports, fitness, and outdoor adventure opportunities throughout the year.

POSITION TITLE (Max characters 100)

Brooklyn Recreation Event Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Support community outreach efforts at events and meetings
- Create flyers in Microsoft PowerPoint, Publisher and Word to promote events.
- Contribute to program development
- Provide office assistance as needed.

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

- Must be comfortable working with the public.
- Strong verbal communication and basic computer skills.
- Fluency in Mandarin and/or Spanish preferred.
- Strong writing skills preferred
- Graphic design, event planning or social media management experience welcomed
- Positive attitude required
- Available some evenings and weekends

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)

N/A