

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Recreation

ADDRESS1 Manhattan

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)

The mission of the Accessibility Division is to implement the American's with Disability Act (ADA) transition plan and update the plan, work with designers and maintenance staff to incorporate ADA design, provide programming and services to people with disabilities, work with disabled groups throughout the city and with the Parks ADA Committee, and oversee the agency's goals towards these initiatives.

POSITION TITLE (Max characters 100)

Recreation Accessibility Division Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Interns will learn how parks function, including becoming familiar with facilities management, capital projects, public programs, information technology, the Americans with Disabilities Act and the state/ local government. Interns will assist with facilities management by inspecting

various park facilities and will then assist in analyzing data, developing spreadsheets, and summarizing collected data. They will also work with the New Media division in developing assessment forms, work with GIS to determine accessible features, and update web content. Interns may also assist in organizing recreation programs for disabled individuals and teams and help in planning special events with various departments. Finally, interns will assist with daily office activities and help the Coordinator with PowerPoint presentations for meetings and trainings.

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

Applicants for this position must demonstrate good communication skills, both oral and written, and have good working knowledge of Microsoft Windows, Excel, and PowerPoint.
Knowledge and enthusiasm about accessibility/accessible programs is a plus.

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