

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-002

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AGENCY DESCRIPTION

The New York City Department of Parks & Recreation manages 14 percent of the land in New York City with facilities ranging from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as an important tool in mitigating the effects of climate change, critical engines for economic growth and development.

NYC Parks' mission is to grow, maintain, and program a world-class park system prioritizing equity, access, safety, and nature.

Highlights of Parks' work over the last year include:

- Launching the Vital Parks for All plan, an initial investment of over \$3.2 billion across ten strategic initiatives to expand greenspace access, promote public safety, and engage New Yorkers in the stewardship of their local parks. Vital Parks for All delivers a plan to restore aging park facilities, bring new park resources where they are needed most, and empower New Yorkers with the data they need to advocate for their public greenspaces. This included the creation of the Vital Parks Explorer, a digital map that provides New Yorkers with data on park conditions to help them advocate for strategic investments and show how their parks compare to other communities across NYC.

- Joining Mayor Adams to launch "Let's Swim NYC," a more than \$1 billion capital investment in building, improving, and protecting New York City's public pools over the course of five years. This funding marks the city's highest investment in swimming infrastructure since the 1970s and includes two brand-new pools.

- Keeping New Yorkers healthy in the face of extreme heat by planting nearly 18,000 new trees, our highest tree planting total in the past six fiscal years — with a special focus on neighborhoods impacted by high heat vulnerability.

- Deploying additional "second shift" maintenance services to approximately 100 hot spots throughout the five boroughs, giving extra cleaning attention to the sites that most needed it. We also unveiled special trash receptacles designed specifically for pizza boxes, giving New Yorkers a place to dispose of their bulky boxes while limiting the food available to rodents.

- Helping visitors enjoy our greenspaces more comfortably by installing new baby changing tables in over 1,200 restrooms citywide, while also launching an ambitious initiative to build 46 new restrooms and renovate 36 existing restrooms throughout the five boroughs.

The work of our staff goes far beyond the maintenance of New York City's nearly 30,000 acres and more than 2.5 million trees. Parks is the City's leading programmer of cultural, athletic, and social activities, including nature walks, volunteer programs, sports clinics, historic house tours, and much more. In addition, Parks produces special events, concerts and movie premieres, and manages agreements with more than 300 businesses that operate on public parkland.

UNIT DESCRIPTION

The Capital Projects Division manages the data and workflows of thousands of projects, ensuring NYC Parks' infrastructure is preserved and improved. The Capital Integrated Data Solutions (IDS) team within this division oversees the archival processes for historical construction documents and photographs, maintaining records that date back to the 1930s. IDS ensures the accuracy and accessibility of these materials by implementing quality assurance measures, organizing archives, and leveraging innovative tools like a custom-built archival document search engine. This unit also provides training and support for software such as AutoCAD and GIS, further supporting capital project workflows and design processes.

POSITION TITLE

Historic Photo and Construction Document Archival Intern

INTERNSHIP RESPONSIBILITIES

- Process archival collections (sorting, packaging, and labeling).
- Prepare entries for data entry into an internal database.
- Learn on-the-job archiving procedures.
- Gain experience with archival processing, arrangement, and description principles.
- Must be able to lift 40 pounds without assistance.

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Current graduate student in library and information science, preferably with an archive's concentration.
- Willingness to learn and a strong motivation to pursue a career in archives and records management (ideally in the nonprofit sector).
- Familiarity with Records Management
- Familiarity with Construction Drawings
- Experience with daily use of Excel (data entry, sorting, filtering, searching)
- Experience working with PDFs (renaming, extracting, rotating)

ADDITIONAL INFORMATION

This internship is ideal for a candidate demonstrating enthusiasm for learning and skill development, possessing strong interpersonal and communication skills, taking a proactive problem-solving approach, and showing a willingness to ask questions.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov