

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-009

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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

NYC Parks is the steward of a vast asset portfolio which encompasses more than 5,000 individual properties and a diverse set of physical assets including, but not limited to: athletic fields, recreation centers, swimming pools, public restroom buildings and retaining walls. Parks’ Capital Projects Division is responsible for building and maintaining all these assets in a state of good repair. Within the Capital Projects Division, the Capital Needs Assessment (CNA) Team is a specialized unit charged with taking a proactive, data-driven approach to the management of Parks’ diverse asset portfolio. The Unit is responsible for the collection and analysis of asset data to help identify and plan for future capital projects, with the goal of optimizing portfolio performance across all asset types. The CNA Team also performs on-site inspections of existing assets to determine and prioritize the levels of capital investment needed to maintain them in a state of good repair.

POSITION TITLE

Capital Needs Assessment Team Intern

INTERNSHIP RESPONSIBILITIES

NYC Parks Capital Needs Assessment Team is seeking intern support on its effort to create a comprehensive citywide inventory of Parks assets. An accurate inventory is an essential prerequisite to establish an effective asset management program. The intern would assist the Team in development of the inventory by completing tasks such as the following:

nyc.gov/internships

- 1. Project / Documentation Research:** Gather and evaluate information on buildings, retaining walls and other Parks assets, using various information source materials, including historical archives, GIS systems and municipal databases. Research and collect information on Parks facilities and structures.
- 2. Visit Parks / Conduct Assessments:** Visit parks across the city to identify and document buildings, retaining walls and other park assets. Learn and identify types of structures and conditions found in parks. Complete asset inspection forms, note deficiencies, take photos and prepare drawings/estimates as needed.
- 3. Document Preparation / Mapping:** Summarize on-site inspection findings and assist in the preparation of asset inspection forms and engineering reports. Map asset locations in GIS systems. Collect, analyze and catalogue all field data.
- 4. Data Analysis / Visualization:** Review, clean and pre-process raw data to make it suitable for analysis. Conduct statistical analysis to derive insights from processed data. Assist in the creation of reports and dashboards summarizing key findings and actionable insights, using visualization tools such as Tableau and ESRI apps. The intern would be offered the opportunity to work alongside experienced engineering and data professionals while learning all about NYC infrastructure and the capital process at a dynamic governmental agency. The hands-on experience obtained in the process is intended to cultivate technical, communication and collaborative career skills.

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

It is the goal of the Capital Needs Assessment Team to attract bright and talented students with a genuine interest in contributing to the commitment to excellence at NYC Parks. Internship candidates should be students enrolled in an undergraduate Civil Engineering, City Planning, Architecture or Data Science program with a strong interest in the design and construction of public infrastructure. Candidates should be able to learn and work in a fast-paced environment and have a strong aptitude for independent decision making and problem solving. Candidates should be proficient in Microsoft Word, Excel and have some prior experience using GIS mapping tools. Candidates should be comfortable carrying out tasks in an office environment as well as in various Parks & Recreation locations throughout the city.

APPLICATION PROCESS

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