

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-018

Contact: Leslie Nusblatt
Phone: (212) 360-8212
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

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 Manhattan Parks and Recreation Operations and Maintenance Division is responsible for repair and maintenance of all park properties and regulation of all park events and activities.

Other agencies/ organizations involved in this program: Department of Parks and Recreation (D.P.R.) works with the Department of Education (DOE) which operates various STEM programs and High School programs. Participants from DOE are assigned to a park, program or project where their work in the parks makes a big difference if they are scheduled, monitored, trained and tasked appropriately.

Park volunteers usually come from Local companies, Partnerships for Parks, NY Cares, Student Conservations Association, and many other groups that are a variety of corporate groups, community members and not-for-profit organizations and friends of parks who want to make a difference in their neighborhood.

POSITION TITLE

Park Management GIS Intern

INTERNSHIP RESPONSIBILITIES

Reporting to the Regional Manager for Southern Manhattan and each intern will be trained to analyze data for a specific park and collect more data if needed. This internship provides supervising and coordinating experience, specialized skills in horticulture, Geographic Information Systems (GIS)

nyc.gov/internships

and Operations and Maintenance Management. Each intern will encourage and work with our staff, volunteers and High School data collectors on projects and ensure that all work is properly done, and that all data is packaged and presented in a way that tells a story about a park and its community who use the park. All data collected about our park users will be analyzed by Park management Interns who will be trained to present data in a way that highlights the opportunities in each park to program and improve the park while we reach out and engage our audience while recording their activity level, interests and what time of day and the locations they use the most and for what purpose. The interns will be needed for at least 15 hours per week in shifts, which include a Saturday 12pm to 2pm. All work schedules will be coordinated with the Regional Manager weekly.

The interns will be:

- Assisting the Regional Manager on assigned projects they may involve inter-agency, community members patrons and various partners in and outside of NYC Parks.
- Planning and organizing future projects that will include environmental learning components, estimating, scaling the size/ scope of projects to fit budgets all while recruiting volunteers for these projects and designing projects with teamwork components and team building tasks for many different types of volunteers, staff and patrons
- Analyzing data already collected and presenting any information that shows trends like high use or low use periods by observed type of users.
- Scheduling, supervising and training other interns to count, welcome and/ or survey park visitors
- Mapping Park surface types and relating data open data for a park possibly with the help of recruited staff or volunteers
- Creating and possibly presenting reports using the data provided.
- Interns will be invited to attend training courses on Saturdays, and various community meetings throughout the week, which might start as early as 7 a.m. or as late at 7pm-8 p.m. (meetings, events or trainings that you are invited to attend will often include our executive management staff at Parks and/ or excursions to another park or park office. Some staff meetings involve participation in a volunteer project and a chance to learn about New York City while networking and getting to know us.)

Special Projects:

- Special projects are for interns with the right background, enthusiasm and experience:
- Creating an inventory of park surface types using GIS• Mapping Park trees, garden beds and lawns
- Creating a rodent management plan for specific parks.
- Creating an inventory of park repair needs and volunteer projects using GIS
- Helping to devise a budget and materials list while coordinating all items associated with projects
- Help the Manager to secure appropriate volunteer projects for a park and help to encourage programs in the park.
- Enter and use the data collected by volunteers to create a report and presentation about the park.
- Using GIS to map any spatial data collected or provided by the agency to describe the park for executing projects to explain funding needs

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Clerical, customer relations
- Knowledge of Microsoft Office programs like Word and Excel
- Data entry experience or the ability to type 50 WPM.

Preferred skills (not required):

- Knowledge of ArcMap or AutoCAD,
- Ability to work anywhere by providing your own laptop and GIS Software to flexibly manage your own schedule and resources. GIS software may be required for special projects. Software access information will be provided.
- Experience using independent judgment with a project team, experience coordinating projects or supervising volunteers with an energetic and enthusiastic personality,
- An interest in not-for-profit management, youth/child development, Operations Research, program management, operations management, horticulture, forestry, geographic information systems, ecology, engineering, or conservation biology/ ecology, are a definite plus but we will accept a detail-oriented person with goals and dreams in any career field related to governmental administration.

APPLICATION PROCESS

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