

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-039

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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 Division of Environment and Planning aims to protect, restore, and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience.

The intern would be assigned to the Planning unit within the Division. The Planning unit is at the forefront of Parks' open space agenda: communicating agency goals, policies and advancing plans for a vibrant and sustainable park system that meets the recreational, social, and environmental needs of our city. The team is responsible for the Agency's real estate and land use functions including the acquisition, disposition and preservation of parkland, Uniform Land Use Review Procedure (ULURP), environmental review, and the ownership and management of the Agency's property records. Additionally, the unit develops long-term planning strategies including management of citywide and interagency resiliency and waterfront projects, development of the citywide greenway plan, and researching new initiatives.

POSITION TITLE

Planning Policy Intern

INTERNSHIP RESPONSIBILITIES

The intern will participate in a variety of projects as needed, under supervision from the Policy and Long-Range Planning team in the Planning Unit. Policy and Long-range Planning is primarily responsible for the Agency's long-term resiliency strategy, management of citywide and interagency greenway projects, and research into agency planning needs.

Intern responsibilities will include:

- Attending and preparing materials for project meetings with the Commissioner, other Parks Divisions, and other agencies
- Developing maps, analysis documents, and conceptual plans using ArcGIS and Illustrator
- Compiling, correlating and evaluating data
- Analyzing, researching, and developing parks needs assessments and best practices
- Preparing conceptual illustrations and text for web and PowerPoint presentations
- Assisting in the coordination and facilitation of public meetings and engaging with the public
- Taking notes at meetings, producing meeting summaries and reports
- Coordinating activities between different Agency divisions
- Conducting and documenting field visits
- Conduct and document site visits

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

The division is embarking on data-driven work, and the intern should be highly proficient with numbers and programs such as Excel, ArcMap and/or ArcGIS Pro. The intern will be called upon to explain complex data processes in easy to understand ways for internal and external audiences.

The ideal candidate will possess the following characteristics and skills:

- Interest in and/or knowledge of landscape architecture, urban planning, climate resiliency, and/or public policy
- Excellent interpersonal and communication skills and/or marketing skills
- Strong writing skills and ability to synthesize and summarize quantitative and qualitative data
- Strong, independent problem-solving skills
- Enterprising and resourceful, with the ability to take initiative on projects
- Ability to interact with the public in a sensitive, respectful and effective manner
- Proficiency with ArcGIS, Illustrator, Photoshop, and/or Sketch-up and willingness to learn new programs
- Strong quantitative skills
- Ability to work under deadlines and prioritize tasks
- Attention to detail
- Ability to work well both independently and in teams
- Demonstrated communication skills – written, oral, and presentation ability
- Strong organizational skills
- Ability to look at the big picture and search for insightful, creative solutions
- Experience working independently to complete multi-stage projects
- Adaptable to changing plans and able to work with existing resources to produce high quality results

APPLICATION PROCESS

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