

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-059

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 Borough Commissioner’s office oversees maintenance, repairs, development of the entire borough’s facilities and parks, borough analytics, operations management and planning, natural resource management, and the day-to-day maintenance operations of 16 urban park districts consisting of almost 7,000 acres of parkland and some of the largest parks in NYC.

The internship is located at the Agency’s borough headquarters, Ranaqua, a Works Progress Administration building purpose-built for the agency in the 1930s. The compound houses all the borough’s divisions, including operations, recreation, forestry, and workshops used by tradespeople ranging from blacksmiths to carpenters. It is accessible via bus and subway, and parking is available.

POSITION TITLE

Bronx Commissioner’s Office Intern

INTERNSHIP RESPONSIBILITIES

- Liaise with other divisions as needed.
- Answer inquiries from the public and provide excellent customer service.
- Assist with collection, monitoring, and analysis of data.

nyc.gov/internships

- Organize and inventory the specification books, blueprints, schematics, maps, and other important documents for numerous Bronx contracts.
- Produce reports for executive management.
- Attend meetings and record notes.
- Assist with training initiatives.
- Collect geographic data on agency assets in the field, assist with mapmaking.
- Develop and document process improvements.
- Jointly Operated Parks (JOP) Analysis assistance with Melody Rodriguez.
- Mapping of programming in the borough to analyze where are the gaps.
- Assist with Special Events in the Borough.
- Other duties, as assigned.
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QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

Proficiency with computers and MS Office software, knowledge of digital asset management and GIS software a plus; interest in local government, park management, economics, data analysis and/or operations management and process improvement.

APPLICATION PROCESS

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