

# 2025 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-068

**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 Borough Office ensures the delivery of essential services to nearly 400 park properties, tracks capital projects, and is the primary contact for elected officials, community boards, and the broader public on parks-related matters. The Borough Office leads in executing various volunteer engagements, workshops, townhalls, and other events that fall under agency-wide initiatives including Vital Parks for All. The Borough Office also oversees administrative and personnel matters for the borough.

### POSITION TITLE

Manhattan Borough Office Intern

### INTERNSHIP RESPONSIBILITIES

- Learn agency protocol regarding record retention and management, and will carefully consolidate and digitally archive paper files while adhering to agency protocol.
- Attend inter-agency and community meetings, and will draft minutes for review by the Borough Commissioner and Borough leadership.
- Be involved in planning various community events, in coordination with the Manhattan Borough Commissioner and Borough leadership, to highlight agency-wide initiatives.

This role reports to the Manhattan Borough Commissioner and the Chief of Administrative Services. Interns will work out of Arsenal West in Manhattan.

### **QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST**

- Data entry or file management experience
- Ability to pay close attention to detail
- Experience with or willingness to learn office equipment such as printers and scanners
- Experience or willingness to learn Microsoft Excel and other data management software
- Interest in community engagement and/or local government
- Ability to work in person in Manhattan

### **APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)