

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-071

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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

Strategic Community Engagement leads NYC Parks' efforts to build and strengthen relationships with constituents, civic groups, elected officials, and corporate and non-profit partners. By shaping policy and initiatives focused on community coordination, development, and management, we foster sustainable connections that enhance public engagement with our parks. Our division oversees some of NYC Parks' most grassroots, public-facing programs, providing stewardship opportunities, support services, community programming, and external affairs initiatives that deepen community involvement.

A key initiative under this mission is *Let's Green NYC*, Commissioner Donoghue's strategic effort to engage a record number of volunteers in caring for our parks and open spaces. This agency-wide campaign builds on NYC Parks' long-standing commitment to volunteerism, enhancing the health and well-being of both New Yorkers and their greenspaces.

POSITION TITLE

Partnerships & Community Outreach Intern

INTERNSHIP RESPONSIBILITIES

We are looking for three interns to support various aspects of volunteer data collection and program support for NYC Parks Strategic Community Engagement. This is a great opportunity for students or recent graduates interested in public service, community engagement, and nonprofit administration.

Interns will support the following:

Event Support

- Set-up and breakdown of Let's Green NYC Stations at events
- Provide information on Let's Green NYC and the menu of volunteer opportunities in parks.
- Tally queries and follow-up plans for all tabling events.
- Distribute flyers and promotional materials

Administrative & Data Support

- With guidance from Senior staff, update volunteer and event databases
- Update division documents
- Communicate with Let's Green NYC Borough Coordinators for event coordination and data collections.
- Answer phone calls and provide general information
- Assist with filing and office organization
- Support other administrative tasks as needed

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Strong communication and organizational skills, including written and verbal.
- Experience with data entry, guided research Google Suite &, Microsoft Office 365
- Comfortable interacting with the public outside
- Available some evenings and/or weekends
- Interest in community engagement, public service, or environmental initiatives

APPLICATION PROCESS

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