

NYC SUMMER INTERNSHIP PROGRAM 2010

PARKS & RECREATION-052

Brooklyn Borough Special Events
Litchfield Villa/95 Prospect Park West
Brooklyn, NY 11215

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AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The Brooklyn Public Services office offers one stop shopping for Park permits. In 2009, we processed over 10,000 permits requests generating over \$500,000 in revenue. The public can apply for permits for Tennis, field sports reservations, school and day camp field days, special events (i.e. birthday parties, family reunions, weddings, rallies, concerts, farmers markets, the NYC Marathon and the West Indian Day Parade) as well as film and photo shoots. The boat moorings located at Sheepshead Bay are permitted through our Office. We also generate the Borough staffing parking permits.

The office works with other divisions within the Borough to coordinate and respond to the numerous requests submitted to us. The office works with the Capitol Projects Division when projects affect the sports facilities within a park. Coordinate with other city agencies including the Mayors Office of Special Events, NYPD, DOT, Buildings Department, Consumer Affairs and the Health Department when small and large events require additional permits from said agencies.

POSITION TITLE

Brooklyn Borough Special Events

INTERNSHIP RESPONSIBILITIES

The intern will be responsible for all aspects of customer service involved with the operation of the office including answering customer inquiries, accepting, processing and filing of all application requests. He/she will track correspondence with customers, elected officials and community boards pertaining to all permits as well as borough sponsored activities such as ribbon-cutting and groundbreaking ceremonies. The intern will also assist the office in meeting the established deadlines for correspondence and projects via mail, email and telephone and will be responsible for soliciting information from managers and supervisors in order to expedite permits.

nyc.gov/internships

The intern's responsibilities within Borough Administration will provide him/her with a unique perspective of the agency.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Intern must have excellent writing skills, proficiency in basic computer programs (Word and Excel) and be a team player. Customer service skills an absolute must.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

This office offers an opportunity to work with a wide variety of public, private and governmental organizations providing a unique learning experience