

# 2017 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-023

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### AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range 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 critical engines for economic growth and development.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks, the Mayor's office has funded a number of equity initiatives including:

#### Community Parks Initiative

NYC Parks' Community Parks Initiative, at the center of the Mayor's plan, is completely redesigning and reconstructing nearly 60 parks in neighborhoods across the city with the greatest needs—35 of which are in construction.

#### Parks Without Borders

NYC Parks is also leading in innovative park design with Parks Without Borders, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve public realm.

#### Anchor Parks

Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. 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 WinterJam, Adventures NYC, and the Fall Field Day. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

The NYC 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 Queens Permits & Special Events Office is responsible for the processing of Athletic Fields, Special Events, Tennis, Kayak, and Small Boat Launching permit applications. The office is accountable for reviewing applications for accuracy and issuing permits in a timely fashion. There is a vetting process that also takes place prior to issuance. We are responsible for processing financial transactions and preparing Revenue Reports weekly and monthly.

We copy and file permits chronologically for quick retrieval, prepare Weekly Special Event Calendar for the Commissioner's event scheduling meeting, prepare Manager's District Reports weekly to disperse to Chief of Recreation, Deputy Chiefs of Recreation, District Managers, Recreation Managers, and Park Supervisors. There is a high volume of telephone calls and walk-ins during the spring and summer seasons which are handled with a level of efficiency and professionalism. Team work is very important.

### POSITION TITLE

Queens Permits & Special Events Office Intern

## **INTERNSHIP RESPONSIBILITIES**

Our intern will learn numerous skills including customer service, maintaining a level of professionalism, proper way to provide a service, how to organize an event, how to promote an event, how to research if an area has an event that we may not be aware of, how to handle film shoot applications and data analysis. They will learn the intricacies of vetting an event application submitted by the public which could be an event ranging from a family picnic to a large scale family fun day or concert.

There are opportunities to learn how government handles rallies and demonstrations, general special events and film shoots along with basic office skills such as research, filing, phones and filing.

They will have the opportunity to work on various special events and ribbon cuttings with Borough Commissioner and learn about various events that are happening in Queens.

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

Microsoft Office: Excel, Word, Power Point

Professionalism

Computer literate

Team Player

Assertive

Good attitude

Good Customer Service

Eager to learn

Telephone proficiency

## **APPLICATION PROCESS**

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

## **SALARY RANGE**

Unpaid