

2015 NYC SPRING INTERNSHIP PROGRAM

PARKS & RECREATION-016

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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 over 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.

The past decade has seen a remarkable expansion of this system, with new parks, playgrounds, recreational facilities, and amenities opening across the five boroughs. The Bronx River was transformed from an urban dumping ground into a waterway that welcomes kayakers and has gleaming new parks dotting its shoreline. In Queens, Elmhurst Park flourishes where huge gas tanks once stood. In Manhattan, the High Line is a unique open space that brings much needed parkland to the Chelsea community. Brooklyn's once-abandoned industrial waterfront is revitalized with the creation of Brooklyn Bridge Park, Transmitter, and Bushwick Inlet Parks. On Staten Island, Freshkills will cover 2,200 acres of former landfill with lush rolling hills and winding streams. And through PlaNYC, we are ensuring a greener and more sustainable city for future generations. NYC Parks has built new regional parks, restored abandoned Works Progress Administration-era facilities such as McCarren Pool, greened asphalt traffic medians, converted part-time schoolyards into full-time public playgrounds, and has already planted more than 800,000 trees toward our goal of one million.

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 WinterJam, Adventures NYC, and the Pumpkin Festival. 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 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

Processing plan review receipt applications associated with private construction for Brooklyn Forestry. Located in Prospect Park, on Prospect Park West between 7 and 8th Street. Mass transit are the F and G train 7 Av stop and 7 Av , B69. Entry to the office is in the near the rear gate of the Prospect Park Garage compound. There is one ground level entry accessible through a parking area and another with stairs. Work station is in the office with Foresters and clerical staff.

POSITION TITLE

Brooklyn Forestry Office Intern

INTERNSHIP RESPONSIBILITIES

- a) Retrieving Plan Review applications from the Brooklyn Forestry email and placing the documents into monthly folders.
- b) Logging the application into an Excel sheet log and noting whether the application or photos submitted show trees are impacted.
- c) Forwarding applications without trees to Central Forestry email
- d) Helping to set up additional desk space in the office by negotiation the donation of the wood files (salvaging skills).
- e) Answering calls about plan reviews and directing those already issued receipts to Central Forestry (public relations)
- f) Learning how to use the FORMS database (source for researching 311 history and work orders associated with tree complaints)
- g) Learning how to search Sharepoint to provide older applicants with their plan review applications (particularly a source for noting the number of trees at each site and whether applicants have meet requirements for protecting existing trees or replacing them).
- h) Distributing permits, by having tree services sign out for them, when the Foresters are out in the field.

Making suggestions and implementing ideas about application form and website to reduce the number of error made on submissions.

Intern will learn

- a) how to read architectural plans to note if, small details like a scale bar or trees are noted.

b) about Careers related to Forestry such as Project Management, Construction Management (include Parks and Borough President vacancies associated with Civil / Environmental Engineering).

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Using computer programs: Outlook for email and calendar use, Excel
Answering telephones with a good phone presence
Comfortable with working in a rather casual office and limited resources.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid