

2015 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-108

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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

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

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 and how to handle filmshoot applications. 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 rally's and demonstrations, general special events and filmshoots 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

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

SALARY RANGE

Unpaid