

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Central Forestry

ADDRESS1 Olmsted Center

ADDRESS2 Queens, NY

CONTACT NAME Leslie Nusblatt

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AGENCY DESCRIPTION (Max characters 3000)

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 miles of beaches. Parks serve as New Yorkers' backyards, as 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 by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing parks in neighborhoods across the city with the greatest needs --35 of which are nearing the construction phase.

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 New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

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.

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 skating rinks, golf courses and other concessions.

UNIT DESCRIPTION (Max characters 1000)

The Permits Plan Review team at Central Forestry, Horticulture and Natural Resources (FHNR) processes forestry planting and other installation permit applications as well as processes plan reviews for major building alterations or new construction and reviews compliance with tree planting zoning requirements with the Department of Buildings.

POSITION TITLE (Max characters 100)

Central Forestry's Permits Plan Review Team Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under general supervision, assist the Permit and Plan Review team by performing forestry and liaison functions and compiling and processing necessary Forestry related permits and paperwork. Interns may assist foresters by authorizing work performed by contractors requesting tree

work permits and perform inspections to ensure compliance with agency requirements. Interns may also assist in reviewing building plans submitted by inter-agency capital projects as well as private development construction projects by assessing proposed construction for possible impact on trees and recommends changes to preserve trees. Utilize Adobe software to mark-up building plans to resolve proposed conflicts with trees and/or agency standards and send document for review.

- Entering data and uploading electronic documents in permit tracking system
- Assist Foresters with correspondence by answering phones and respond to questions in a timely manner.
- Perform administrative duties, data entry and track and maintain records and files.
- Type and format agency documents, scan and email permit documents, mail approved permit documents.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

1. At least two years of experience providing quality customer service.
2. Excellent interpersonal skills, both on the phone and in person.
3. Proficiency in Microsoft Access, Excel and Word.
5. Strong organizational skills.
6. Ability to handle light paperwork.
7. Familiarity with tree ID, tree care, and ability to read site plans.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

Unpaid

- Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Vacancy for 3 candidates.