

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Queens Permits & Special Events

ADDRESS1 Flushing Meadows Corona Park

ADDRESS2 Queens, NY

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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 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 (Max characters 100)

Queens Permits & Special Events Office Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

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/AREA OF STUDY (Max characters 1500 )**

Professionalism  
Computer literate  
Team Player  
Assertive  
Good attitude  
Good Customer Service  
Eager to learn  
Telephone proficiency

**APPLICATION PROCESS (Max characters 700 )**

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

**SALARY RANGE**

Unpaid

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

N/A