

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

**Bronx Special Events & Permit Office**

**ADDRESS1** 1 Bronx River Parkway

**ADDRESS2** Bronx, 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 )

We are looking for an intern to help in the Special Events and Permits office in Ranaqua in the Bronx

The Special Events and Permits Office is part of Recreation and is responsible for issuing permits for events in Parks, making sure that there are no conflicts in scheduling, dealing with problems and questions from the public, being able to assist with the application filing procedure and following up with applicant, particularly after a large event.

Additionally, when the application for the permit has been approved, we are responsible for getting it to the applicant but also to the designated park, the PRM for that district and NYPD.

The basic hours of the office are Monday through Friday, 9 AM - 5PM.

The intern would work principally under the Special Events Coordinator but also for the Ball Field Coordinator as needed.

## POSITION TITLE (Max characters 100)

Bronx Special Events and Permits Office Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

The intern would be responsible for helping process permits, from initiating the procedure to the approval. This person would also help with the huge volume of phone calls, answering basic questions about the permit requirements and procedures for filling out an application. Additionally the intern will help with printing, filing and distributing the permit.  
May also be required to assist the Coordinator for Ball Fields and Sporting Events.  
An intern would learn basic customer service skills, phone etiquette, and clerical duties. Additionally it is a great introductory opportunity to learn about NYC Parks, policies, procedures and the actual Parks properties in the Bronx.

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

Good organizational skills, outgoing and friendly personality and pleasant phone manner, willingness to help (pro-active). Bi- or multi-lingual skills are helpful (Spanish, Arabic, Urdu, or French). Must be able to write legibly and read cursive writing. Interested in problem solving. Can be patient with the general public.  
Should be curious about NYC and its Parks facilities.

**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 )**

The intern needs to be able to travel to the Bronx without too much difficulty.