



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Volunteer Projects Assistant
Civil Service Title: Community Associate
Work Location: Citywide

Duration: 7 months beginning April 2019
Salary: \$24.00/hr.

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums.

Partnerships for Parks (PfP) is a joint program of NYC Parks and City Parks Foundation (CPF). PfP supports and champions a growing network of leaders caring and advocating for neighborhood parks and green spaces. We equip people, organizations, and government with the skills and tools they need to transform these spaces into dynamic community assets.

MAJOR RESPONSIBILITIES

- Support, organize, and supervise PfP It's My Park (IMP) volunteer service projects, under the direction of the Volunteer Projects Manager.
- Coordinate logistics for projects, including liaising with M&O and PfP staff to determine appropriate projects for groups, and ensuring supply deliveries and returns, in addition to all necessary permits and approvals.
- Independently lead groups of volunteers of all ages in hands on activities, in addition to leading environmental education activities with youth groups
- Manage supply inventory for borough volunteer storehouses, including organizing and compiling tool orders.
- Maintain accurate contact and activity logs in Salesforce, and respond to reporting requests from other PfP staff.
- Promote and recruit for IMP service projects and complete additional outreach, as needed.
- Support special events, workshops, and other PfP initiatives (as directed).

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS/QUALIFICATIONS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above.
2. Excellent project planning, organizational and people skills.
3. Experience working with volunteers, especially in parks or gardens.
4. Experience with environmental education and working with youth.
5. Computer literacy, especially in Word, Excel, and PowerPoint.
6. Experience with databases and online applications. Experience with Salesforce a plus.
7. Ability to work independently and initiate projects.
8. Ability to work with diverse constituencies.
9. Ability to work a flexible schedule, including early morning events, evenings and weekends.
10. Ability to work outdoors in all weather.
11. Valid New York State driver license and ability to drive in New York City.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

Fees: Hired candidates will be subject to a processing fee of \$61.00. Hired candidates who are not currently employed By the City will be subject to an \$88.25 background check fee.

HOW TO APPLY: Please submit cover letter & resume to Yekaterina.Gluzberg@parks.nyc.gov

POST DATE: 12/24/2018

POST UNTIL: FILLED

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: 212.504.4115