Position/Title: Volunteer Projects Assistant (part-time, temporary)

Salary: $24/hour

Position Duration: 28 hours/week for 7 months

Start Date: March 15, 2021

Application Deadline: February 14, 2021

Contact: Send resume and cover letter to ItsMyPark@CityParksFoundation.org

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City’s five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.

- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.

- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.

- CityParks Play activates New York’s neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: we believe thriving parks mean thriving communities.

POSITION SUMMARY

City Parks Foundation is seeking a part-time, temporary Volunteer Projects Assistant. The Volunteer Projects Assistant will be part of Partnerships for Parks’ (PFP) Volunteer Program and will support It’s My Park (IMP), PFP’s signature hands-on service program that engages 25,000 volunteers in over 1,000 projects each year. This position will work citywide and be primarily responsible for leading volunteer projects in parks in all five boroughs as well as providing technical and logistical support to IMP.
The Volunteer Projects Assistant will be one of a six person team and will report to the Volunteer Projects Manager. The position will be based at our main offices at 830 Fifth Avenue, though will often work a varied and flexible schedule in the field. This will include reporting to and leading projects at parks citywide. Due to COVID-19 precautions, there is the possibility for performing administrative work remotely until offices return to normal capacity.

**REQUIREMENTS**

- Organize and lead IMP service projects, under direction of the Volunteer Projects Manager
- Coordinate logistics for projects, including liaising with Maintenance & Operations and PfP staff, ensuring supply deliveries and returns, and submitting all necessary permits and approvals
- Independently lead groups of volunteers of all ages in hands-on service activities, with alignment to special initiatives such as anti-litter messaging and environmental education for youth
- Perform outreach, promotion, and recruitment for IMP service projects
- Maintain accurate records in Salesforce database and respond to requests for reports
- Track supply inventories in borough volunteer storehouses, which may include organizing and requisitioning tools
- Support special events, workshops, and other PfP initiatives, as directed

**QUALIFICATIONS**

- High school degree or equivalent with two years of experience in community work, OR, a baccalaureate degree with one year of experience
- Valid New York State driver license and ability to drive in New York City
- Excellent project planning, organizational and people skills
- Experience working with volunteers (especially in parks or gardens), environmental education, or working with youth
- Computer literacy, especially in Google and Microsoft Office programs
- Experience with databases and online applications. Experience with Salesforce a plus
- Ability to work independently and initiate projects
- Ability to work with diverse constituencies
- Ability to work a flexible schedule, especially weekends, early mornings, and evenings
- Ability to work outdoors in all weather

**CONTACT**

Interested parties should email cover letter and resume to: ItsMyPark@CityParksFoundation.org. Put “Volunteer Projects Assistant” in subject header. Only complete applications will be considered.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.