



CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

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

Duration: April 15, 2024 – October 31, 2024
Salary: \$26.37/hour, 35 hours per week
Number of Positions: 4

Partnerships for Parks (PfP) is a public-private partnership of NYC Parks and City Parks Foundation (CPF) that supports and champions a diverse network of partners caring and advocating for neighborhood parks and green spaces. We equip people, organizations, and government with resources and opportunities to ensure these spaces are dynamic community assets.

Duration of position: 6.5 months. Employees who are hired for 6 months or longer are eligible for healthcare benefits.
Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

MAJOR RESPONSIBILITIES

- Support, organize, and supervise PfP It's My Park (IMP) volunteer service projects, in collaboration with other PfP staff.
- Coordinate logistics for projects, including liaising with Maintenance & Operations 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, including cleanups, horticulture, and painting projects.
- 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 needed.

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. Excellent project planning, organizational and people skills.
2. Ability to work a flexible schedule, including early morning events, evenings, and weekends.
3. Valid New York State driver license and comfortable driving in New York City.
4. Experience working with volunteers, especially in parks or gardens, environmental education and/or youth.
5. College degree and related community experience as described above.
6. Computer literacy, especially in Microsoft Office and Google Suite.
7. Experience with databases and online applications. Experience with Salesforce a plus.
8. Ability to work effectively within a team, and independently, and with diverse constituencies.
9. Ability to work outdoors in all weather.

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 candidate within 90 days of hire.

Fees: Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

HOW TO APPLY: For more information and to apply, email resume and cover letter to Yekaterina Gluzberg at Yekaterina.Gluzberg@parks.nyc.gov

POST DATE: 01/12/2024

POST UNTIL: 02/09/2024

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: 212.504.4115