

## College Aide - Greenbelt Nature Center

### *Program Description:*

The New York City Department of Parks and Recreation in partnership with the Greenbelt Conservancy operates the Greenbelt Nature Center, a dynamic 5,440 square foot multi-use community facility that offers environmental education programming, nature-theme children's parties, wellness programs such as Yoga and Tai-Chi, room rentals for weddings and parties, a summer mini-camp, weekend "Into the Outdoors" programs, and other events and programs. ***This 35 hour per week position is available summer 2008 for approximately 6- 8 weeks. Salary: \$10/hour***

### *Duties:*

- Design flyers to promote upcoming events
- Greet visitors to Greenbelt Nature Center
- Assist with data collection, input and tracking of program statistics
- Research program supplies and materials
- Assist with programs as needed
- Answer telephone inquiries, refer calls and take messages
- Perform research assistance as needed

### *Requirements:*

- College enrolled or college-bound
- Able to work one weekend day per week and occasional evenings
- Willingness to work outdoors, and in occasional adverse weather conditions
- Excellent organizational, writing and communication skills
- Excellent interpersonal skills and phone etiquette
- Proficient in Microsoft Office software and web-based research

### *Preferred:*

- Familiarity with the Greenbelt parks and its trail system, or willingness to learn
- Interest in education, human resources, public relations, communications, and other related fields
- Experience and interest in working with diverse audiences

If interested, please send cover letter and resume to:

Jessica Kratz, Nature Center Coordinator

Greenbelt Nature Center

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Staten Island, New York 10314

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