

## College Aide - Greenbelt Public Programs

### *Program Description:*

The New York City Department of Parks and Recreation in partnership with the Greenbelt Conservancy hosts a variety of programs for the general public that foster interest and activity in the Greenbelt. Programs include Opening Day at The Carousel for All Children, "It's My Park Day," Greenbelt Barbecue and Picnic, Pumpkin Festival, Halloween Events, National Trails Day, the "Greenbelt Naturally" Photo Contest, the "High Rock Challenge" Adventure Race, exhibits, concerts and children's performances. ***This 35 hour per week position is available summer 2008 for approximately 6- 8 weeks. Salary: \$10/hour***

### *Duties:*

- Perform various clerical tasks: file, fax, copy, and mail documents
- Answer telephone inquiries, refer calls and take messages
- Promote Greenbelt programs and activities
- Assist at special events: set-up and break-down; greet and provide information to visitors
- 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
- Customer service experience
- Interest in marketing and public relations fields

If interested, please send cover letter and resume to:

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Greenbelt Administration  
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