

**City of New York/Parks & Recreation**

**Seasonal Job Vacancy Notice**

**Civil Service Title: Community Associate**

**Office Title: Volunteer Program Assistant**

**Salary: \$24.00 per hour**

**Duration: This is a 7 month position beginning April 2016.**

**Work Location: TBD**

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) service projects, under the direction of the Volunteer Program Manager.
- Manage supply inventory for borough volunteer storehouses, including organizing and ordering stock.
- Coordinate logistics for projects, including supply deliveries and returns and ensuring permits and other approvals are secured.
- Liaise with M&O and PfP staff to determine appropriate projects for groups.
- Maintain accurate contact and activity logs in PFP database and respond to reporting requests from other PfP staff.
- Promote and recruit for IMP service projects through on-line platforms, flyering and other outreach, as needed.
- Support special events, conferences, and other Partnerships for Parks 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. Proficiency in managing data and online applications
5. Ability to work independently and initiate projects.
6. Ability to work with diverse constituencies, both internal and external to Parks and CPF.
7. Valid New York State driver license and ability to drive in New York City.
8. Ability to work a flexible schedule, including early morning events, evenings and weekends.

**Send resume and cover letter to:  
Yekaterina Gluzberg, E-mail [Yekaterina.Gluzberg@parks.nyc.gov](mailto:Yekaterina.Gluzberg@parks.nyc.gov)**

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AND  
THE CITY OF NEW YORK / PARKS & RECREATION  
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