



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 339948

Office Title: Project Development Coordinator for Freshkills Park

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$50,362 - \$78,177

Number of Positions: 1 **Work Location:** 100 Gold Street, Manhattan**

NYC Parks is transforming what was once the world's largest landfill into a sweeping 2,200-acre park in one of the most ambitious public works projects undertaken in New York City. Freshkills Park combines state-of-the-art ecological restoration techniques and research on urban ecology with extraordinary settings for recreation, public art, education programs and scientific research. The Freshkills Park development team is seeking a motivated and energetic candidate to manage, develop and deliver the educational programming for Freshkills Park and to oversee our growing volunteer program.

Major Responsibilities

- Under general supervision, with latitude for independent initiative and judgment, perform responsible work in development, coordination and evaluation of education efforts for Freshkills Park.
- Lead, expand and refine school year and summer educational programs in topics such as landfill, park ecology, biodiversity, sustainable design, art, engineering and outdoor adventure lessons.
- Expand and develop the Freshkills Park education program by building on existing relationships with area schools, scheduling school presentations and tours and developing classroom and on-site curricula.
- Supervise seasonal staff in leading education programs.
- Deliver existing recreational and informational public programming and develop new public programs.
- Build and maintain a network of community partners, educational institutions, and local, regional and international constituents.
- Manage the Park's new mobile lab education center, maintaining laboratory equipment, developing new education materials and activities for on-site mobile lab use and identifying new opportunities for the mobile lab off-site.
- Recruit volunteers to assist with science initiatives, as well as coordinate the Freshkills Park Volunteer Program, including recruitment, management and tracking.
- Track participation in park programs for yearend reports and grant reporting; develop evaluation standards for educational programming.
- Provide administrative and organizational support to the Freshkills Park offices, both Staten Island and Manhattan locations.

Qualification Requirements

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; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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 candidates.

Preferred Skills/Qualifications

1. Ability to work independently and as part of a team.
2. Excellent communication, interpersonal and organizational skills.
3. Bachelor's degree in education, physical science, urban planning or environmental studies.
4. Proven outdoor education or leadership experience; physical ability to hike and kayak.
5. Proficiency with Microsoft Office, Adobe Creative Suite a plus.
6. Ability to work a schedule including weekends and evenings.
7. Valid New York State driver license.

** Please note that the Project Development Coordinator for Freshkills Park will be required to work at both 100 Gold Street in Manhattan and Freshkills Park in Staten Island.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 339948**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 339948**. Include your ERN and **Job ID# 339948** on your cover letter and resume.

All other applicants:

Click here to apply: [Project Development Coordinator for Freshkills Park](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 339948**.

POST DATE: 03/30/18

POST UNTIL: 04/27/18

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115