

## Manager of Park Operations

Riverside Park Conservancy (RPC) is the non-profit conservancy that supports the New York City Parks Department in the care and restoration of Riverside Park, one of New York's flagship parks and a registered Scenic Landmark that runs from 59<sup>th</sup> Street to 156<sup>th</sup> Street. RPC contributes a horticulture layer to Riverside Park through its zone gardener and large volunteer program.

RPC is looking for a full time Manager of Park Operations. The Manager is part of a team of people working collaboratively, leading by example and expediting work with Operations team. This is a project management role, requiring office and outdoor work, in all weather conditions. This role will report to VP of Park Operations managing a team of gardeners, field technicians, Parks Department staff and volunteers. The Manager's responsibilities include all aspects of planning, monitoring, caring for, and reporting on horticulture and restoration projects and irrigation needs. This position works closely with the Volunteer Manager to assign staff and ensure volunteer sites and volunteer events are supported.

### Major Tasks and Responsibilities

Horticulture and Operations duties include but are not limited to:

- In conjunction with the VP of Park Operations, coordinate all field operations in Riverside Park. Work closely with the Volunteer Program Manager, Conservancy field staff and NYC Parks Department staff.
- Utilize excellent horticulture knowledge to manage multiple projects, create planting plans, assign resources, and keep records. Utilize asset management software to improve operations
- Elevate effectiveness of park projects through research on and utilization of best practices. Evaluate all projects for completeness and success. Employ adaptive management strategies to increase long term success of park horticulture.
- Working with the 4 Hort. Supervisors, manage the schedule for care and maintenance for Riverside Park's gardens and landscape areas, adhering to and sustaining approved planting plans.
- Responsible for RPC equipment and for coordinating equipment needs with NYC Parks. Keep excellent records.
- Lead and develop a staff of supervisors, full-time gardeners, field technicians, and volunteers to execute daily tasks and project-based work to ensure smooth operations.
- Communicate with all levels of staff at RPC and NYC Parks. Relay information in a timely and appropriate manner.
- Work closely with the Grassroots Volunteer Program to develop and carry out work plans, Work with staff to ensure successful project outcomes, and the care and use of tools.

- Assess existing landscape challenges and work with horticulture staff, designers, and consultants to formulate appropriate responses and implement changes as necessary. Maintain and advance horticultural and restoration areas, according to RPC's and Parks Department's standards and priorities.
- Help to evaluate, build, and codify a cohesive landscape management plan that ensures consistency in best practices and management techniques
- Serve as point person in absence of VP of Park Operations
- Actively promote and contribute to mission of RPC.

**Manager duties include but are not limited to:**

- Develop and maintain a culture of achievement and cohesiveness, fostering staff morale and building team spirit.
- Proactively manage the professional development of field staff including conducting performance reviews, creating training programs to expand and diversify staff skills, and by providing constructive feedback to staff members as needed.
- Ensure compliance with RPC's and Parks Department's policies and procedures;
- Work with supervisors and volunteer manager to maintain proper schedules for staffing volunteer programs and project work on a daily, monthly, and annual basis;
- Assign tasks and follow up to ensure successful completion
- Ensure staff has proper equipment and all staff knows how to properly use all tools, supplies and vehicles. Report any incidents immediately to VP of Park Operations. Replenish and help design staff uniforms
- Manage the recruitment of field staff to ensure the optimal staffing of the horticulture team by making recommendations for future hires, assisting with the hiring process, including promotion recommendations or assignment changes.
- Communicate regularly with VP Park Operations on the status of projects, providing information and feedback on all areas Riverside horticulture
- Provide direction related to individual and group projects, with attention to long term planning and problem solving
- Assist the Development team in guiding operational & horticultural fundraising efforts. Represent RPC to potential donors

Administrative duties include but are not limited to:

- Participation in meetings, communicating daily with staff and management team, report on field activities
- Create and use spreadsheets to convey information to departments within RPC, including Finance
- Ensure compliance with RPC's policies, approve time cards and time off requests
- Manages and controls the inventory supplies and tools, purchasing of equipment and landscape material including maintenance of tools and vehicles.

**The ideal candidate must have**

- **Experience and Education:** Six+ years of horticultural experience with in-depth knowledge of plant culture, maintenance, and identification. Working knowledge of best practices for sustainable horticulture and environmental restoration in a public space. 4 years supervisory experience and proven leadership in a similar field; Bachelor's degree or higher preferred. Familiarity working in a public and outdoor space
- **Communication Skills:** Must have a professional demeanor and work well with the public. Strong communication, research and organizational skills; persistence and excellent follow-through to get the job done. Strong interpersonal, written and verbal skills
- **Collaboration:** Ability to work as part of a team and willingness to be very hands-on in the performance of a variety of assigned tasks. Must have a can do attitude. A nimble disposition & an ability to change course when managing the relationships, policies and outcomes necessary for the smooth operation of a public/private partnership is essential.
- **Administrative Skills:** Highly organized and detail oriented with a strong work ethic.
- **Computer Systems:** – Command of Microsoft Office programs. Familiarity with GIS preferred. Use of a cell phone to commute with staff.
- **Values & Culture Fit:** Demonstrated passion for Riverside Park's mission and values
- **Working Conditions:** Ability to work in a small growing organization. Work outdoors, maneuver outdoors (in all weather conditions) on the 300- acre facility's hills, grass, and gravel path ways. Ability to travel locally for meetings and special events. Flexibility to work during weekends and infrequently -evenings as needed for special events. Must have a valid New York State driver's license. Must be able to lift 40 pounds.

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**To Apply:** Please submit your **resume and cover letter** via email to [jobs@riversideparknyc.org](mailto:jobs@riversideparknyc.org) with "Manager of Park Operations" in the subject line by January 15, 2020.

Riverside Park Conservancy provides a competitive benefits package, including 401(k), health care and paid time off. Salary is commensurate with experience.

*Riverside Park Conservancy is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.*