

Field Volunteer Program Associate

Position Summary

Riverside Park Conservancy is looking for enthusiastic field-based staff to provide on the ground support for our Grassroots Volunteer Program and our busy spring and summer volunteer events schedule. Associates must be able to perform physically demanding tasks, interact well with volunteers and the public, and be positive, flexible, organized, and an excellent communicator.

Background

Riverside Park Conservancy is the non-profit organization supporting the New York City Parks Department from 59th Street to 181st Street, nearly six miles of coastline and 400 acres of mixed parkland. The Conservancy also provides free public programs and engages in city-wide advocacy for park equity and resilient urban ecosystems.

Major Tasks & Responsibilities:

- Lead and run support on group events in your sections. Support on the volunteer program's tool inventory and storage.
- Lead weekly PlacePartner Opportunities for new/recurring volunteers, working closely with Field Supervisors to determine appropriate project locations.
- Foster working relationships with your section's ParkTenders; support ParkTenders with spring and fall plant deliveries, fence installations, debris collection, and other relevant maintenance tasks.
- Advise ParkTenders on appropriate plant selection in tandem with the Horticultural Director.
- Aid older ParkTenders with physical tasks. Update Outreach Coordinator on active roster.
- As needed, support park projects in your section that may include the following: collect and remove trash and debris; sweep paths and stairs; install and maintain temporary fencing.
- **Relationship with section staff and field supervisor:** Attend all section meetings for your sections to coordinate on needs for volunteer events, PlacePartner opportunities, and any ParkTender needs. Relay any needs related to RPC Park Operations (fencing needs, etc.)
- **Relationship with Horticulture Director:** Address questions from ParkTenders surrounding appropriate plant material selection and arrangements at their site.
- **Relationship with Volunteer Outreach Coordinator:** Relay any issues from ParkTender or PlacePartner sites requiring Parks (rat or wasp extermination, trash can placement/replacement).
- **Relationship with Field Volunteer Project Coordinator:** Coordinate tool/material needs for PlacePartner opportunities with Field Coordinator.

Qualifications

- o **Experience/Education:**
 - o Passion for volunteerism, community engagement, environmental restoration or horticultural work, including planting and caring for plants, shrubs, trees, and lawns, and general grounds keeping as described above.
 - o One year's experience in environmental restoration or horticultural work, including planting and caring for plants, shrubs, trees, and lawns, and general grounds keeping as described above; OR
 - o One year of relevant work experience that demonstrates transferable skills to this role;

- 30 credits, at least 15 of them in environmental science, horticulture, or a related field, from an accredited college or community college, or education and/or experience equivalent.
- Familiarity working in a public and outdoor space. Demonstrated experience in working with volunteers, public speaking, or customer service. Additional areas of specialization in environmental science, landscaping, and volunteer stewardship a plus.
- **Characteristics:** The ideal candidate is a team player, has a strong field and/or horticultural knowledge, is unflappable and flexible in a highly fluid working environment. Candidates should also have demonstrated ability to operate a wide range of vehicles and equipment and be a “people person” with a customer service-oriented personality and be comfortable with public speaking and leading groups of volunteers.
- **Working Conditions:**
 - Must be able to lift 40 pounds.
 - Must be able to work on occasional Saturdays and must have a valid New York State driver’s license.
 - **Schedule:** Tuesday-Saturday 7:00am-3:30pm March-November, shifting to Monday-Friday in the winter (same hours) with the exception of MulchFest in January.
 - Local travel within NYC occasionally required.
 - All RPC employees must be fully vaccinated against COVID-19 and be able to provide proof of vaccination.
- **Compensation and Benefits:**
 - Hourly Rate: \$22-23/hour
 - Riverside Park Conservancy provides a competitive benefits package, including 401(k), health care and paid time off.

Please email resume to jobs@riversideparknyc.org with the subject line:
“Field Volunteer Program Associate”

Riverside Park Conservancy is committed to fostering an inclusive and respectful environment for all applicants and employees. We recognize the importance of diversity and offer equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, height, weight, or any other characteristic protected by federal, state, or local laws.