

Field Volunteer Program Associate

Position Summary

Riverside Park Conservancy is looking for an enthusiastic field-based staff to provide on-the-ground support for our Grassroots Volunteer Program. Associates must be capable of handling physically demanding tasks and effectively interacting with volunteers, the public, and staff from various departments while being positive, flexible, organized, and excellent communicators.

This full-time, year-round position is based primarily in the field and reports to the Director of Volunteer Initiatives.

Background

Riverside Park Conservancy is a non-profit organization that supports the New York City Parks Department from 59th Street to 181st Street, with 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:

- Take charge of group volunteer events by welcoming and guiding participants while providing logistical support and troubleshooting.
- Coordinate and lead weekly volunteer opportunities, working closely with our field supervisors to determine appropriate project locations.
- Foster working relationships with our long-term volunteers (ParkTenders), supporting their maintenance needs, including plant selection, deliveries, and debris collection.
- Maintain positive, collaborative relationships with your sections' staff gardeners and field supervisors. Regularly attend gardening team meetings and relay any needs back to the volunteer department.
- As needed, support park projects that may include collecting and removing trash and debris, sweeping paths and stairs, and installing and maintaining temporary fencing.
- Support volunteer coordinators on tools/material needs and relay any issues requiring NYC Parks intervention (i.e., rat or wasp extermination, trash can placement).
- Address questions from ParkTenders surrounding appropriate plant material selection and arrangements at their site, in coordination with the Director of Horticulture

Qualifications

- **Skills and Experience:**
 - Passion for volunteerism, community engagement, environmental restoration, or horticultural work, including planting and caring for plants, shrubs, trees, and lawns, and general groundskeeping.
 - Comfortable with and enjoy working outdoors; experience or interest in working in a public park or garden setting is preferred.
 - Strong adaptability skills, with the capability to handle shifting tasks and responsibilities.

- Comfortable prioritizing and managing multiple projects at once.
 - Demonstrated experience in working with volunteers, public speaking, or customer service. Additional areas of specialization in environmental science, landscaping, and volunteer stewardship a plus.
 - Experience working effectively with people of various backgrounds.

 - **Working Conditions:**
 - Must be able to lift 40 pounds.
 - Must be able to work occasional evenings.
 - Must have a valid New York State driver's license.
 - **Schedule:** Tuesday-Saturday 7:00 am-3:30 pm March-November, shifting to Monday-Friday in the winter (same hours) with some exceptions.
 - Local travel within NYC is occasionally required.

 - **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 your 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.