

## Position Description

<b>Job Title:</b>	RSI: RNP Program Associate	<b>Revision Date:</b>	3/5/2024
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Brian Green, RNP Programs and Partnerships Mgr
<b>Hourly Rate:</b>	\$18.00/hour (24 to 30 hours/week)	<b>Application deadline:</b>	Open Until Filled
<b>Position Type</b>	Temporary/Seasonal Employment; Nine (9) Months in Duration		

### Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

### Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at [www.phila.gov/parksandrec](http://www.phila.gov/parksandrec), and follow @philaparkandrec on Facebook, Twitter, and Instagram.

### Position Summary

The Recreation Specialty Instruction (RSI) will serve as a Programs Associate to assist Riverfront North Partnership (RNP). RNP is a non-profit partner to PPR that is building, activating, and stewarding an 11-mile network of parks and trails on the Delaware River in Northeast Philadelphia. RNP connects communities back to their riverfront and vital green spaces. The RSI will support public nature programs, volunteer work days, and light maintenance and stewardship tasks along the Riverfront North Greenway, with a focus on Pleasant Hill Park, Frankford Boat Launch, and Pennypack on the Delaware Park. Ideal candidates will have working knowledge of trees, plants, and/or urban ecology, experience with community programs, and enthusiasm for engaging Philadelphia residents about their parks.

## Position Description

### Responsibilities

This is an opportunity to create and support programs and volunteerism in Philadelphia's parks. The schedule is flexible, but includes evenings and weekends, and will include activities such as:

- Staff fishing programs at Pleasant Hill Park and Frankford Boat Launch on weekdays and evenings.
- Staff Saturday volunteer days at Pleasant Hill Park and Pennypack on the Delaware.
- Assist with community events, neighborhood tabling, and wellness programs as needed.
- Light park maintenance that includes park stewardship as well as opening/closing bathrooms and park gates,

### Competencies, Knowledge, Skills and Abilities

- Ability to communicate well with RNP team, PPR, and with diverse partners and communities.
- Knowledge of and enthusiasm for environmental stewardship, plants, and trees.
- Knowledge of Northeast Philadelphia and its neighborhoods.
- Ability to work a flexible schedule, including evenings and weekends.
- Ability to work collaboratively and independently in a remote work setting.
- Ability to provide logistical support and coordination for programs.
- Ability to lift 50 lbs and work outdoors in all weather conditions.
- The ideal candidate will have their own transportation, given the scale and logistical needs of the Riverfront North Greenway.

### Qualifications (Education and Experience)

- Valid driver's license and, ideally, transportation to and between park sites.
- 1-3 years of work experience in community events and/or customer service.
- Prior experience working in parks or a related field.

### Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment
- Must provide proof of COVID-19 Vaccination as a condition of employment
- Interested candidates must submit a letter of interest and resume to [brian@riverfrontnorth.org](mailto:brian@riverfrontnorth.org)
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>