



PHILADELPHIA PARKS & RECREATION

Part-time Job Opportunity with Philadelphia Department of Parks & Recreation for Public Event Coordinators with prior events/programming experience (40 hrs. or more per wk.)

Philadelphia Parks & Recreation is currently seeking seasonal employees to support a robust, creative and high-quality schedule of public programming, activities and amenities at [The Oval](#). These employees will work with a Site Supervisor, staff, volunteers and community members to support, stage and promote various public programs, events and activities to be scheduled and held daily on the [Benjamin Franklin Parkway at Eakins Oval](#).

Skills/Qualifications

Applicants must have:

- Public programming experience: ability to provide support for events and engage with a variety of people
- Some prior experience in events management and logistics
- Experience working in diverse communities
- Knowledge of youth and family programming a plus
- Desire to work with community members and volunteers of all ages and abilities
- Ability to work outdoors and under possible adverse conditions (heat, humidity, cold, rain)
- Ability and willingness to clean, set up, maintain and break down sites for various events and programs
- Ability to be a parks ambassador/champion and represent Philadelphia to not only Philadelphia residents but to visitors and tourists
- Ability to remain calm in fast paced and or crowded environments
- Social media content management a plus
- Posses a team oriented mindset
- Knowledge of Parks and Recreation offerings in Philadelphia a plus
- A personal cell phone, email and internet connection/data plan
- Flexible schedule

Duration

- This is a 2-month position, July-August
- 40 hours or more per week, for six or seven work weeks
- Hours will include morning and night availability

Compensation

- \$12 per hour

Candidates should email a resume and cover letter to the address/email below.

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