

## Position Description

<b>Job Title:</b>	RSI – LOVE Park Ambassador	<b>Revision Date:</b>	4/8/19
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Andrew Emma
<b>Hourly Rate:</b>	\$14/hour	<b>Application deadline:</b>	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 fifth 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, Instagram, or Tumblr.

### Position Summary

The Recreation Specialty Instructor (RSI) will serve as a LOVE Park Ambassador to maintain a welcoming, safe, clean, and eventful LOVE Park, which is the centerpiece of our city's downtown area. This position works with a park manager, lead ambassador coordinator, other city staff, volunteers, and community members to create a daily experience at LOVE Park that is warm, lively, and exemplifies the best that Philadelphia has to offer.

This is a seasonal position with full-time hours for a maximum duration of nine (9) months. Several Ambassador positions are available. This is outdoor work with an emphasis on community engagement.

### Qualifications (Education and Experience)

- Experience with coordination of public programs and events
- High School Diploma or Equivalency; Bachelor's Degree preferred
- Prior experience working in economically and socially diverse communities and community groups
- Experience with social media content preferred
- 1-2 year's experience working with the public and providing customer service

## Responsibilities

- Set-up, coordinate with staff/partners, and breakdown materials for park programs and events
- Coordinate with park vendors and concessions on daily needs
- Engage with all park users to promote, engage, and troubleshoot
- Keep park clean by sweeping, organizing, and cleaning park infrastructure when needed
- Assist Ranger in ensuring park safety
- Update LOVE Park social media pages with highlights and information
- Complete daily observational inspections of park to identify non-compliant issues and help to resolve them
- Quick responsiveness to personal cell phone and email communications
- Setup and breakdown various event equipment daily
- Related duties as assigned

## Competencies, Knowledge, Skills and Abilities

- Ability to provide logistical and coordination support for events
- Ability to initiate positive engagement with a diverse range of park users
- Ability to work outdoors and in all weather conditions (heat, cold, rain, etc)
- Ability to be a park and city advocate, representing Philadelphia to all residents and tourists
- Ability to remain calm in an often fast-paced and crowded environment
- Ability to collaborate positively with a team of fellow Ambassadors, Park Manager, and other Parks and City staff
- Knowledge of Philadelphia and Park program offerings
- Ability to communicate both orally and in writing
- Ability to work a flexible schedule including evenings, weekends and holidays

## Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to ([andrew.emma@phila.gov](mailto:andrew.emma@phila.gov))
- 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>