

| | | | |
|----------------------|---|------------------------------|-------------------|
| Job Title: | RSI – Sustainability Specialist | Revision Date: | July 25, 2019 |
| Department: | Philadelphia Parks & Recreation | Hiring Manager: | Daniel Lawson |
| Hourly Rate: | \$14.00/hour | Application deadline: | Open Until Filled |
| Position Type | Temporary/Seasonal Employment; Six (6) to 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, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Recreation Specialty Instruction (RSI) will serve as a Sustainability Specialist supporting the goals of Zero Waste & Litter, and other sustainable practices. Reporting to the Sustainability and Quality Control Manager, this position will collect, process, and present qualitative and quantitative data for several initiatives. Focus initiatives for this position include the expansion of solid waste recycling operations at PPR assets, food recovery, waste diversion at the Fairmount Park Organic Recycling Center, performing the Litter Index, and supporting anti-dumping interventions.

The position is a combination of office and field based activities as well as a blend of processing data and reports via electronic means and working with internal and external parties interpersonally. Each task and initiative this position informs is ultimately in support of the department and City’s GreenWorks goals and Zero Waste & Litter objectives.

Responsibilities

- Inspect elements of recreation facilities related to waste diversion, litter, and dumping
- Collect data and reference maps on an iPad or another electronic device
- Input and calculate data in Microsoft excel, ArcGIS, or other platforms as needed
- Generate annual, seasonal, monthly, or singular event-based reports to show statistics and change over time in areas such as recycling contamination, litter frequency, or inputs at the Organic Recycling Center
- Communicate with recreation program and operations staff around sustainable practices and gather qualitative data where necessary
- Participate in education and outreach activities such as tabling events for the community, training sessions for staff or park users, or volunteer recruitment and leadership at events
- Represent PPR at internal, interdepartmental, and/or external meetings and gatherings

Competencies, Knowledge, Skills and Abilities

- Ability to navigate neighborhoods throughout the City of Philadelphia
- Proficiency in Microsoft Office software
- Familiarity with ArcGIS
- Excellent written, verbal, and electronic communication
- Understanding of and ability to calculate data gathered over time

Qualifications (Education & Experience)

- Valid Driver’s License and willingness to drive throughout the city
- Bachelor’s degree in topic related to sustainability, statistics, quality management, urban planning, parks, recreation, & leisure, or area of study deemed relevant

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 Daniel.Lawson@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. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

