

<b>Job Title:</b>	RSI – Park Tree Intern	<b>Revision Date:</b>	3/1/21
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Erica Smith
<b>Hourly Rate:</b>	\$15.00/hour	<b>Application deadline:</b>	Open Until Filled
<b>Position Type</b>	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](http://www.phila.gov/parksandrec), and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

**Position Summary**

The Urban Forestry Division is responsible for the care and maintenance of the trees throughout the City of Philadelphia. The maintenance of the trees located in neighborhood parks and playgrounds is accomplished primarily by Parks & Recreation tree maintenance crews. These crews perform work city-wide which includes pruning, removal, and planting of new trees.

The Recreation Specialty Instructor (RSI) will serve as a Park Tree Intern to assist in the data collection and inventory of park trees by recording the species, size, and location of trees located in the City of Philadelphia. The Park Tree Intern is a field-based position.

Work Location: Wissahickon Hall, 5795 Lincoln Drive, Philadelphia, PA 19144.

Work Hours: 7:30 am to 3:30 pm

**Responsibilities**

- Under the supervision of an Arborist, collect and record data on park trees throughout the City of Philadelphia
- Use the Collector App for ArcGIS online with an iPad
- Follow established Philadelphia Parks & Recreation protocols to ensure quality, expertise and consistency of the data
- Other related duties as assigned

**Competencies, Knowledge, Skills and Abilities**

- Ability to work outdoors in varying weather conditions
- Familiarity with data collection and GIS systems
- Knowledge of Microsoft Office programs
- Ability to read, interpret, and follow maps
- Strong communication skills, both orally and in writing
- Work independently as well as part of a team
- Familiarity with navigating through City of Philadelphia neighborhoods

**Qualifications (Education and Experience)**

- High School Diploma or Equivalent
- Currently enrolled in a degree program with major coursework in Arboriculture, Forestry, Horticulture, or related field
- Bachelor's Degree or equivalent in Arboriculture, Forestry, Horticulture, or related field preferred
- 1 year of related experience in tree identification and arboricultural knowledge
- Experience in Geographic Information Systems (GIS) and Global Positioning System (GPS) hardware, software, and terminology preferred
- Must have reliable transportation with a valid PA driver's license as the main work site is not accessible by public transportation and the work is primarily in the field

**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 [treephilly@phila.gov](mailto:treephilly@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>