

Position Description

Job Title:	RSI – Administrative Assistant	Revision Date:	4/3/2025
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Elisa Ruse-Esposito
Salary:	\$18.00/hr	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

PPR's Stewardship team engages and supports Philadelphia residents in the care of their neighborhoods and watershed parks. Focusing on collective engagement, the Stewardship team acts as an intermediary between park friends and PPR. Stewardship supports a network of 130 Park Friends Groups and Community Gardens through capacity building, annual events, service days and park activations. This unit also offers environmental stewardship service opportunities for Philadelphia residents to participate in the park system and connect to nature.

The Recreation Specialty Instructor (RSI) will serve as an Administrative Assistant responsible for scheduling, database management, processing friends and community group permits, support with seasonal hiring and general communications.



Responsibilities

- Provide exceptional customer service to community members and Park Friends Network groups
- Act as an intermediary between community members and PPR, find answers to questions and follow up with community concerns
- Maintain and communicate a calendar of events for over 100 Philadelphia parks
- Guide community members through Friends & Community Groups Special Event Permit applications
- Assist with hiring seasonal staff and guiding candidates through application process
- Assist with organizing City-wide Park Friend Network Events
- Assist with database management
- Manage the scheduling of a 6-week summer camp program
- Manage office supply and uniform orders
- Note taking and transcription
- Related duties as assigned

Competencies, Knowledge, Skills and Abilities

- Knowledge of Microsoft Office products including Word and Excel
- Basic office equipment (including a photocopy machine, facsimile machine, etc.)
- Good self-review and can follow written and verbal instructions
- Work independently as well as part of a team
- Typing skills with a high degree of accuracy
- Ability to provide excellent customer service via phone, email, and in person
- Attention to detailed documentation and organization
- Ability to work in a fast-paced environment
- Ability to multitask

Qualifications (Education and Experience)

- High School Diploma or Equivalent
- Three or more years' experience in customer service
- Two or more years' experience in administrative support
- Experience in database management a plus

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 resume and cover letter to pprstewardship@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>