



Position Description

Job Title:	RSI – Stewardship Assistant	Revision Date:	2/2/2023
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

Philadelphia Parks and Recreation's Stewardship Team engages volunteers in the park system. Through service days and volunteer programs the Stewardship Team provides meaningful engagements from neighborhood parks to watershed parks that beautify and protect Philadelphia's natural resources. In addition to leading volunteer days for large groups, Stewardship coordinates the Philly Forest Stewards, Second Saturdays, Youth Stewardship Program, biannual Love Your Park events as well as supporting our Park Friends Network Service Days.

The Recreation Specialty Instructor (RSI) will serve as a Stewardship Assistant, responsible for supporting all aspects of volunteer engagement from responding to inquiries, setting up projects and supporting volunteers throughout the project. This position will also assist potential Park Seasonal Maintenance Attendants through the application process.



Responsibilities

- Support Park Seasonal Maintenance Attendants through the application processes
- Maintain the Seasonal Maintenance Attendant spreadsheet
- Communicate Application Requirements to candidates and follow up as needed
- Under general supervision,
- Support Park Service Days and Volunteer Programs
- Assist in answering volunteer inquiries
- Assist in project coordination
- Set up and break down for projects
- Support volunteer trainings
- Support volunteers with service projects
- Support all aspects of biannual Love Your Park events
- Related duties as assigned

Competencies, Knowledge, Skills and Abilities

- Excellent customer service skills
- 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 and email
- Attention to detailed documentation and organization
- Ability to lift 50lbs
- Ability to work in adverse weather conditions such as heat and rain

Qualifications (Education and Experience)

- High School Diploma or Equivalent
- One year of related experience working with volunteers or volunteering
- Two years of customer service experience
- Must have reliable transportation with a valid driver's license, as the work sites are not always accessible by public transportation.

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 elisa.ruse-esposito@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>