

<b>Job Title:</b>	RSI – West Philly Parks Assistant	<b>Revision Date:</b>	03/05/2024
<b>Department :</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Elisa Ruse-Esposito
<b>Salary:</b>	\$15.00/hr	<b>Application deadline:</b>	Open until Filled
<b>Position Type</b>	Temporary/Seasonal Employment; (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**

West Philadelphia is home to many parks with diverse amenities and events. The Recreation Specialty Instructor (RSI) will assist the Engagement Assistant with improving visitor experience and engagement in West Philly Parks, including Clark Park & Malcolm X Park. Schedule will adjust seasonally, some nights and weekends.

We are seeking an individual who:

- Is passionate about public space and community engagement
- Is a good cultural traveler and good listener, who is capable of starting dialogue and building trusting relationship with the diverse communities who utilize these spaces

- Is able to work to support smooth, clean and safe operations during Saturday market days at Clark Park
- Will perform park maintenance daily, must be able to lift 50 pounds
- Can organize youth programming at Malcolm X Park

### **Responsibilities**

- Friendly and personable demeanor
- Good conflict management skills
- Ability to work in-person on Saturdays and assist with Clark Park markets
- Park maintenance, including trash pick up and removal, must be able to lift 50 pounds
- Ability to travel throughout West Philly, especially to Clark Park and Malcolm X Park
- Work with children and interest in youth programming

### **Competencies, Knowledge, Skills and Abilities**

- Verbal and written communication skills
- Ability to engage with people from diverse backgrounds
- Knowledge of Microsoft Office products including Word and Excel
- Good self-review and can follow written and verbal instructions
- Work independently as well as part of a team
- Ability to provide excellent customer service via phone, email, and in person
- Ability to maintain parks and remove trash
- Ability to lift 50lbs
- Work Outdoors

### **Qualifications (Education and Experience)**

- High School Diploma or Equivalent
- Two or more years' experience in customer service
- Experience with children a plus
- Ability to lift 50lbs.

### **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 [elisa.ruse-esposito@phila.gov](mailto: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](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>