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| <b>Job Title:</b>    | RSI – Organic Recycling Center Attendant                   | <b>Revision Date:</b>        | December 30, 2024 |
| <b>Department:</b>   | Philadelphia Parks & Recreation                            | <b>Hiring Manager:</b>       | Natalie Walker    |
| <b>Hourly Rate:</b>  | \$15.00/hour   | <b>Application deadline:</b> | Open Until Filled |
| <b>Position Type</b> | Temporary/Seasonal Employment; 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 Recreation Specialty Instructor (RSI) will be stationed at the Fairmount Park Organic Recycling Center (ORC) supporting the City’s goals of Zero Waste & Litter, and other sustainable practices. This position requires spending the majority of the time working outdoors, often in inhospitable weather conditions. Reporting to the District Supervisor, this position will provide customer service, monitor materials drop offs, and assist with general clean-up activities. Effective communication and conflict resolution skills will be critical for success in this role. Key responsibilities include tracking and reporting of organic materials and recycling operations, supporting quality assurance of materials produced at the ORC, and improving waste diversion at the Fairmount Park Organic Recycling Center. Tasks combine field based activities with office work, including processing data and reports electronically and working with internal and external parties interpersonally. All efforts support of the department and City’s sustainability goals and Clean & Green objectives.



**Responsibilities**

- Work outdoors for the majority of the time, including in adverse weather conditions, to monitor activities and ensure proper operations at the ORC.
- Direct visitors and customers from private companies, city agencies, and the residential community to the appropriate areas to pick-up or drop-off organic materials
- Monitor drop-offs to make sure loads are clean and uncontaminated and take record of when they are not
- Assist with general clean-up of the Recycling Center grounds including collecting litter and debris; organizing wood, stone, and other materials; and removing invasive vegetation where appropriate
- Support the processing and quality assurance of compost, mulch, and other organic materials produced at the ORC.
- Assist in operating the scale-house, where vehicles weigh, in by recording entrance and exit weights of vehicles in Microsoft excel
- Direct customers on how to pay for credit card transactions and fill out receipts for charges to customers
- 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 for materials at the Organic Recycling Center
- Communicate with operations staff around sustainable practices and gather qualitative data where necessary
- Answer the phone and provide basic customer service and information when operating the scale-house
- Work closely with internal teams, contractors, and external customers to ensure smooth and efficient operations.

**Competencies, Knowledge, Skills and Abilities**

- Proficiency in Microsoft Office software
- Excellent written, verbal, and electronic communication
- Understanding of and ability to calculate data gathered over time
- Ability to perform a variety of manual tasks, such as lifting and moving materials
- Ability to learn grounds maintenance operations
- Ability to deliver excellent customer service, even in challenging situations
- Skilled in de-escalating conflicts and finding solutions that maintain positive relationships
- Comfort working in outdoor settings and variable weather conditions for extended periods

**Qualifications (Education & Experience)**

- No previous experience or education required

**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 Natalie Walker at [Natalie.Walker@phila.gov](mailto:Natalie.Walker@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>