

## Position Description

<b>Job Title:</b>	RSI – West Philly Engagement Assistant	<b>Revision Date:</b>	4/8/2025
<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; 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

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 also supports seasonal maintenance attendants who work seasonally to keep parks clean in the busiest months and park partners who activate parks with free family friendly programming and events.

The Recreation Specialty Instructor (RSI) will serve as a West Philly Parks Engagement Assistant who will support Clark Park, Malcolm X Park and other West Philly Parks as needed with park maintenance, park activations and overall park user experience. A viable candidate for this position will have to be able to work nights and weekends as well as be flexible with their weekly schedule.

**Responsibilities**

- Provide exceptional customer service to community members and park partners
- Act as an intermediary between community members and PPR, find answers to questions and follow up with community concerns
- Support park maintenance, assist with litter and trash and other park maintenance needs as assigned
- Support with cleaning and the opening and closing of public restrooms
- Support park activations with responding to concerns and coordinating response
- Related duties as assigned

**Competencies, Knowledge, Skills and Abilities**

- Good self-review and can follow written and verbal instructions
- Work independently as well as part of a team
- Ability to work outside in adverse conditions
- Ability to lift 50lbs
- Ability to provide excellent customer service
- Ability to work in a fast-paced environment
- Ability to multitask

**Qualifications (Education and Experience)**

- High School Diploma or Equivalent
- One or more years' experience in customer service

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