

Job Title:	RSI – Sustainability and Training and Inspections	Revision Date:	February 27, 2024
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Natalie Walker
Hourly Rate:	\$18.00/hour	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

The Recreation Specialty Instruction (RSI) will serve as a Sustainability Training & Inspections specialist supporting the department's sustainability practices related to litter and illegal dumping and Sustainable Land Care Training. Reporting to the Sustainability Officer, this position will support with development and implementation of training and will conduct inspections to ensure quality control for PPR's Sustainability programs. Focus initiatives include:

- **Litter and Illegal Dumping:** conduct regular inspections of PPR sites for litter and illegal dumping and help identify anti-dumping measures at specific locations
- **Sustainable Land Care Training:** support with curriculum development and implementation of PPR's Sustainable Land Care Training program

The position is a combination of office and field-based activities. It is a blend of processing data and reports via electronic means, field inspections, and interacting with City staff and Parks and Rec users from the community. As such, an estimated 50% of this position must be performed in the field, while approximately 50% can be performed via computer. Each task and initiative this position informs is ultimately in support of the department and City's Sustainability goals.

Responsibilities

- Conduct site visits to sites on PPR land and record relevant findings
- Assemble basic reports, graphs, and findings around site conditions and ensure that they are presented in a clear and concise manner
- Communicate with internal partners to ensure relevant data is available to make decisions
- Collect, analyze, and store data in an organized fashion
- Review data for accuracy and make recommendations based on findings
- Utilize reports and findings and PPR staff feedback to identify priority sites for maintenance
- Conduct research on illegal dumping and resource management

Competencies, Knowledge, Skills and Abilities

- Ability to navigate neighborhoods throughout the City of Philadelphia
- Proficiency in Microsoft Office software including Excel, PowerPoint, and Word
- Experience with or understanding of ArcGIS
- Excellent written, verbal, and electronic communication
- Experience collecting, organizing, and analyzing data
- Ability to generate reports that clearly communicate trends over time
- Interest in or experience with data visualization
- Comfort offering ideas, proposing solutions, and asking questions when appropriate

Qualifications (Education & Experience)

- Valid Driver's License and willingness to drive throughout the city
- Pursuing bachelor's degree in topic related to sustainability; statistics; water resources; horticulture; environmental sciences; data science; urban planning; parks, recreation, & leisure; engineering or area of study deemed relevant
- Equivalent combination of education and experience in a related field also considered

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@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>