



NYC Parks

CITY OF NEW YORK PARKS & RECREATION  
**SEASONAL JOB VACANCY NOTICE**

**Office Title:** Volunteer Projects Associate  
**Civil Service Title:** Community Associate  
**Work Location:** Citywide

**Duration:** April 2022 - November 2022  
**Salary:** \$20.98 per hour  
**Number of Positions:** 3

Partnerships for Parks (PfP) is a joint program of NYC Parks and City Parks Foundation (CPF). PfP supports and champions a growing network of leaders caring and advocating for neighborhood parks and green spaces. PfP equips people, organizations and government with the skills and tools they need to transform these spaces into dynamic community assets.

**MAJOR RESPONSIBILITIES**

- Support, organize, and supervise PfP It's My Park (IMP) volunteer service projects, in collaboration with PfP staff and under the direction of the Volunteer Projects Manager.
- Coordinate logistics for projects, including liaising with Maintenance & Operations and PfP staff to determine appropriate group projects, ensuring supply deliveries and returns and obtaining necessary permits and approvals.
- Independently lead groups of volunteers of all ages in hands on activities, including clean-ups, horticulture, and painting projects with emphasis on environmental education for youth groups.
- Manage supply inventory for borough volunteer storehouses, including organizing and compiling tool orders.
- Maintain accurate contact and activity logs in Salesforce and respond to reporting requests from other PfP staff.
- Promote and recruit for IMP service projects and complete additional outreach, as needed.
- Support special events, workshops and other PfP initiatives as needed.

**QUALIFICATION REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidate within 90 days of hire.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Advanced education and related community experience as described above.
2. Excellent project planning, organizational and interpersonal skills.
3. Experience working with volunteers, especially in parks or gardens, environmental education and/or youth.
4. Computer literacy, especially in Microsoft Office and Google Suite.
5. Experience with databases and online applications. Experience with Salesforce a plus.
6. Ability to work independently and initiate projects.
7. Ability to work effectively within a team and with diverse constituencies.
8. Ability to work a flexible schedule, including early morning events, evenings and weekends.
9. Ability to work outdoors in all weather.

**Fees:** Hired candidates will be subject to a processing fee of \$61.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

**Vaccination Requirement:** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**HOW TO APPLY:** For more information and to apply, email resume and cover letter to Yekaterina Gluzberg at [Yekaterina.Gluzberg@parks.nyc.gov](mailto:Yekaterina.Gluzberg@parks.nyc.gov)

**POST DATE:** 02/10/2022

**POST UNTIL:** FILLED

[nyc.gov/parks](http://nyc.gov/parks)

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER  
TELECOMMUNICATIONS DEVICE FOR THE DEAF: 212.504.4115