



## Position Description

<b>Job Title:</b>	RSI – Program Assistant	<b>Revision Date:</b>	1/11/2021
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Jack Braunstein
<b>Hourly Rate:</b>	\$14.25/hour	<b>Application deadline:</b>	January 25, 2021
<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

TreePhilly is a joint program of Philadelphia Parks & Recreation (PPR) Urban Forestry Division and the Fairmount Park Conservancy that works to provide Philadelphia residents with the resources they need to plant and care for trees in the city of Philadelphia. Launched in response to goals set in the Office of Sustainability’s Greenworks Plan, TreePhilly works to support a healthy and equitable tree canopy in all Philadelphia neighborhoods.

The Recreation Specialty Instructor (RSI) will serve as a Program Assistant to coordinate the Community Yard Tree Giveaway Program and support other TreePhilly initiatives. Ideal candidates will have a working knowledge of trees, plants, and/or urban ecology, proven experience with community organizing, and an enthusiasm for engaging Philadelphia residents about their urban forest.

The position schedule varies including some early mornings, evening and weekend work. Work will be completed remotely when possible and will also include fieldwork and socially distant in-person events in various climates and weather conditions. The Program Assistant position is a seasonal position with a maximum duration of nine (9) months beginning on March 1, 2021 and ending on December 1, 2021 (subject to change).



### Responsibilities

- Coordinate the Community Yard Tree Giveaway Grant program, including:
  - Soliciting applications and selecting community partners
  - Leading a community partner training
  - Scheduling and staffing no-contact tree pick-up events
  - Collecting completed grant materials and distributing grant awards;
  - Organizing and completing tree delivery routes;
- Contribute to and help maintain TreePhilly websites and social media accounts;
- Answer phone calls and emails from Philadelphia residents related to all TreePhilly programs, city tree planting processes, and general tree knowledge;
- Represent PPR and TreePhilly at community meetings and events;
- Support network of community partners organizations with tree care and education;
- Support other TreePhilly programs, including Arbor Day celebrations, volunteer tree plantings, park tree inventories, and tree maintenance activities.

### Competencies, Knowledge, Skills and Abilities

- Knowledge of Microsoft Office programs, especially Microsoft Excel;
- Ability to lift 50 lbs and work outdoors and in all weather conditions (heat, cold, rain, etc);
- Ability to work a flexible schedule including evenings, weekends and holidays
- Ability to work independently and collaboratively in a remote work setting;
- Ability to provide logistical and coordination support for events;
- Ability to communicate both orally and in writing;
- Ability to work across cultural lines;
- Knowledge of plants and/or trees preferred;
- Knowledge of the city of Philadelphia and its neighborhoods preferred.

### Qualifications (Education and Experience)

- Valid driver's license;
- High School Diploma or Equivalency; Bachelor's Degree in related field preferred;
- 1-2 year's experience working with the public and providing customer service
- Experience with coordination of public programs and events;
- Experience working in economically and socially diverse communities and community groups;
- Experience working with plants and/or trees preferred;
- Experience with social media content preferred.



### 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 [jack.braunstein@phila.gov](mailto:jack.braunstein@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>