

Position Description

Job Title:	RSI – Program Assistant	Revision Date:	2/14/2023
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Jack Braunstein
Hourly Rate:	\$18/hour	Application deadline:	March 1, 2023
Position Type	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, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

TreePhilly is a joint program of Philadelphia Parks and Recreation and the Fairmount Park Conservancy that empowers Philadelphia community members to enrich life in their neighborhoods through the planting, care of and connection with trees. We work to reverse the city’s unequal and declining tree canopy by providing free, accessible yard trees and nurturing relationships between neighbors, institutions and the land we live on.

The Recreation Specialty Instructor (RSI) will act as Program Assistant for TreePhilly, working closely with full time staff and community partners. This 9-month position offers an opportunity to build experience and competency in many facets of program administration, community organizing and outreach, and tree planting and care. The ideal candidate will have a passion for community engagement and connecting Philadelphia residents to nature, trees and city resources. Experience with customer service or canvassing would be valuable. TreePhilly strives to create a diverse and inclusive team reflective of the vibrant and unique communities we serve.

This position schedule varies and will include some early mornings, evening and weekend work, including fieldwork and in-person events in various climates and weather conditions. This position includes opportunities for skill-building and professional development toward a career in urban forestry. The Program Assistant position is a seasonal position of 37.5 hours per week with a maximum duration of nine (9) months beginning on from the start date of April 10, 2023 and ending on December 8, 2023 (subject to change).

Responsibilities

- Support administrative function of TreePhilly's programs, including the Community Yard Tree Giveaway Program, the Commercial Corridor Tree Planting and Care Program, and pilot Philadelphia Housing Authority Tree Planting Initiatives
- Support community engagement outreach efforts on behalf of TreePhilly's programming, including representing PPR and TreePhilly at community meetings and tabling events
- Support planning and facilitating of tree plantings, workshops and maintenance activities
- Answer phone calls and emails from Philadelphia residents related to all TreePhilly programs, city tree planting processes, and general tree knowledge
- Support TreePhilly staff to complete data entry and maintain databases
- Design print materials for TreePhilly programs and partners

Competencies, Knowledge, Skills and Abilities

- Ability to repeatedly lift and move objects weighing approximately 30 lbs (the weight of a toddler, a bicycle or medium-sized dog) and work outdoors and in all weather conditions (heat, cold, rain, etc);
- Ability to work across cultural lines;
- Proficient at communicating clearly and effectively both orally and in writing;
- Proficient with word processing tools and spreadsheets (eg. MS Office Word and Excel);
- Ability to work a flexible schedule including evenings, weekends and holidays;
- Ability to work independently and collaboratively
- Ability to provide logistical and coordination support for events;
- Passion for plants and/or trees preferred;
- Knowledge of the city of Philadelphia and its neighborhoods is preferred;
- Experience creating social media content is preferred.

Qualifications (Education and Experience)

- Valid driver's license;
- High School Diploma or equivalency;
- 1-2 year's experience working with the public and providing customer service;
- 2 years' experience using word processing tools and spreadsheets (MS Office Word, Excel etc.) and email in a professional or academic setting;
- Experience with coordination of public programs and events;
- Experience working in economically and socially diverse communities and community groups.



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 info@treephilly.org ; cover letters should summarize relevant qualifications, address your experience working with diverse communities and share what this work means to you.
- 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>