

FAIRMOUNT PARK

CONSERVANCY

**Park Program Leader, multiple positions
(April-December)**

Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park, six other watershed parks, and more than 130 neighborhood parks and gardens around the city.

Contract Overview:

Park Program Leaders will work with both our Program Manager and our Director of Events and Engagement to help plan, assist, and execute public programs, activations, and special events. These contract positions will primarily work nights and weekends from April to December, averaging 5–10 hours per week with some fluctuation. Contract workers will not have taxes taken out of their pay on a biweekly basis but instead will be given a 1099 at the end of the year and will use that to file taxes.

Scope of Services:

- Be present at Fairmount Park Conservancy public programs in East Fairmount Park, West Fairmount Park, and FDR Park
- Serve as the main point of contact for program instructors and participants on scheduled program dates
- Move various program supplies to and from program sites using personal vehicle
- Clean, set up, maintain, and break down sites for various events and programs
- Represent Fairmount Park Conservancy in a positive and professional manner
- Check-in program participants and provide friendly customer service, ensuring that they have an impactful and positive experience in the park
- Pack and bring supplies to programs as needed and return in a timely manner
- Keep program supply spaces clean and organized
- Send pre- and post-event emails out to program participants
- Fill out post-event surveys to track program locations and participant numbers as well as communicate feedback to the Program Manager
- Help with occasional program marketing (distributing flyers, etc.)
- Be available for weekly check-ins with our Program Manager at a time to be determined
- Other duties and special projects as assigned

Qualifications:

- Valid driver's license and reliable personal vehicle to transport program supplies to and from different park program locations
- Ability to work primarily nights and weekends throughout the season
- Ability to be present at events and engage with a variety of people; public program experience helpful but not required
- Ability to be a parks ambassador/champion and represent Philadelphia to not only Philadelphia residents but to visitors and tourists
- Excellent organizational and interpersonal skills
- Experience working in diverse communities
- Ability to work outdoors and under possible adverse conditions (heat, humidity, cold, rain)

- Ability to work independently and as part of a team in a fast-paced environment
- Ability to lift 25 pounds
- Bilingual in English/Spanish is a plus

Compensation for Services: \$20 per hour up to a maximum of \$8,000. Park Program Leaders can expect about 5-10 hours of work per week. Work schedules will fluctuate on an as-needed basis. There is no guarantee that seasonal contractors will receive the maximum compensation total or meet the minimum number of hours each week.

Offers are contingent upon successful completion of a background check.

The anticipated start date is Tuesday, April 7.

Required dates: Training will be held in-person on the dates listed below. These dates are a mix of in-office training (April 7–9) and event-specific trainings (the remaining dates). Additionally, there are several large event dates throughout the year that require ‘all hands on deck’. Some of these dates are listed below; a few additional dates will be given out at training.

- Tuesday, April 7 from 5–8 PM (training at Ohio House, West Fairmount Park)
- Wednesday, April 8 from 5–8 PM (training at Ohio House, West Fairmount Park)
- Thursday, April 9 from 5–8 PM (training at FDR Park)
- Saturday, April 11 from 9:30–12 PM (guided hike training, location TBD)
- Friday, April 24 from 6–12 PM (Bailar en FDR training, FDR Park)
- Sunday, April 26 from 9:30–11:30 AM (Yoga in the Park training, location TBD)
- Saturday, May 23 – time TBD, during the day
- Saturday, October 3 from 8:30 AM–3:30 PM (William Still Walk – large event date)
- Saturday, October 24 from 3–10 PM (Día de Muertos – large event date)

First Aid/CPR training will also be provided and paid for by the Conservancy for anyone who does not have an up-to-date certification. The date for that will be dependent upon Park Program Leader schedules and will be decided at a later time.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a resume as either PDF or Word documents and submit it at <https://app.smartsheet.com/b/form/6c36b755b1064d6d906d9d6b63745dd5>

Applications will be reviewed on a rolling basis. The application deadline is March 8.