

## FAIRMOUNT PARK

## CONSERVANCY

## Boating Program Leader, Seasonal (1 position)

### 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:

The Boating Program Leader will work with our Program Manager and contracted boating partners to lead paddle boating programs at FDR Park in South Philadelphia. Additionally, the Boating Program Leader will be responsible for boat maintenance throughout the season (approximately 5 hours per month). This contract position will work 10-15 hours per month, April–November, between boating programs and boat maintenance. Boating programs have scheduled dates – listed below; boat maintenance can be completed on your own schedule, as long as it falls within park hours. 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 paddle boating programs at FDR Park – dates listed below\* (*\*Additional dates and/or inclement weather reschedules may be added, working around program partner and Boating Program Leader schedules*)
- Help with on-site coordination of any environmental education activity providers on boating dates
- Serve as the main point of contact for program partners, seasonal contractors, and participants on scheduled program dates
- Assign roles to seasonal contractors and program partners at all boating programs, making sure that events run seamlessly
- Greet and give instruction to program participants and ensure that all safety protocols are followed
- Make sure each boating program has the necessary supplies, picking up/restocking supplies, and communicating with FPC's Program Manager about supply needs
- Set up and break down of each boating program with tasks including, but not limited to: working with program partners to bring paddle boats to and from docks (using kayaks), cleaning boats, setting up safety vests and check-in table, etc.
- Provide occasional environmental education table activities as staffing allows
- Work with FPC Program Manager to monitor weather forecasts ahead of each event, putting together rescheduled date(s) as needed
- Represent Fairmount Park Conservancy in a positive and professional manner
- Keep program supplies and boathouse facility clean and organized
- Maintain and clean boats as well as floating dock throughout the season
- 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
- Kayaking, rowing, paddle boating, and/or canoeing experience

- Experience leading/helping with boating and/or on-the-water programs preferred
- Ability to work primarily nights and weekends throughout the season
- Ability to be a parks ambassador/champion
- 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 50 pounds and perform physical tasks, such as heavy lifting
- Familiarity with South Philadelphia and FDR Park is preferred
- Bilingual in English/Spanish is a plus

**Compensation for Services:** \$22 per hour up to a maximum of \$8,000. The Boating Program Leader can expect about 15-20 hours per month. Work schedules will fluctuate on an as-needed basis. There is no guarantee that one 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. First Aid/CPR/AED certification is required. If an applicant does not have a current certification, accommodations can be made to obtain after hire and will be paid for by Fairmount Park Conservancy.

The anticipated start date is Tuesday, April 7.

**Required dates:**

- Training dates
  - Tuesday, April 7 from 5–8 PM (training at Ohio House, West Fairmount Park)
  - Thursday, April 9 from 5–8 PM (training at FDR Park)
  - 3 hours on either April 14, 15, or 16 – date/time flexible (training at FDR Park)
  - First Aid/CPR training – to be determined
- Required boating program dates (all at FDR Park)\*
  - Saturday, April 18 from 8:30 AM–4 PM
  - Saturday, May 16 from 8:30 AM–4 PM
  - Saturday, June 20 from 8:30 AM–4 PM
  - Saturday, July 18 from 8:30 AM–4 PM
  - Saturday, August 15 from 8:30 AM–4 PM
  - Saturday, September 19 from 8:30 AM–4 PM
  - Sunday, October 18 from 8:30 AM–4 PM
  - Saturday, November 7 or 14 (TBD) from 8:30 AM–4 PM
  - *\*Dates are subject to change. Inclement weather reschedules may be added, working around program partner and Boating Program Leader schedules.*

**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 document 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.