



NYC Parks

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

**Office Title:** Nature Center Adventure Guide  
**Civil Service Title:** Community Associate  
**Work Location:** TBD

**Duration:** Beginning June 2, 2019  
**Salary:** \$20.37/hr.  
**Number of Positions:** 10

NYC Parks is the steward of more than 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals.

The Urban Park Rangers' (UPR) mission is to link New Yorkers to the natural world through environmental education, outdoor recreation, wildlife management and active conservation.

#### **POSITION DESCRIPTION**

- Staff and program centers during open hours.
- Greet guests and provide information as requested.
- Plan and offer environmental education and outdoor adventure programs in center and surrounding parkland.
- Outreach to Friends of groups, schools, day camps and other community organizations, as well as the general public to ensure high program attendance.
- Answer phones, take messages, and provide customer service.
- Perform daily AED Inspections and report as necessary.
- Maintain Center cleanliness including sweeping, mopping, dusting, removing garbage and other organizational tasks.

#### **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.

#### **PREFERRED SKILLS/QUALIFICATIONS**

- A baccalaureate degree from an accredited college
- Excellent communication, interpersonal and organizational skills.
- Ability to juggle and prioritize multiple tasks and meet deadlines.
- Experience related to natural science and/or environmental education.
- Experience with Microsoft Word, and booking / scheduling programs and other events.
- Valid New York State Driver License.

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 candidates.

**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.

**HOW TO APPLY** Submit Resume and Cover Letter to: [ranger.recruitment@parks.nyc.gov](mailto:ranger.recruitment@parks.nyc.gov)  
or mail to:

Marc Sanchez  
Urban Park Rangers  
Attn: Nature Center Adventure Guide  
1234 5th Avenue – 5th Floor  
New York, NY 10029

Phone: 212-360-2774; Fax: 212-360-2794

Learn more at [www.nyc.gov/parks/rangers](http://www.nyc.gov/parks/rangers)

[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