Position Description

Operations Department
SEASONAL Events & Safety Assistant

Hudson River Park Trust

Reports to: Operations Field Manager – Events & Safety Hours/Week: 40 FLSA: Non-Exempt

Hudson River Park Trust (the "Trust") seeks an individual to serve in the Seasonal position of Events & Safety Assistant from May - Sepetmber 2017. This individual will assist with the management of the operational and public safety components of the Trust's in-house and guest events and to assist with other special projects. In cooperation with the Trust's Public Programs Department, this position will be responsible for conducting pre and post event inspections. This position will report to and be responsible for assisting the Operations Field Manager – Events & Safety in safety compliance for the Trust in relation to the public, park tenants and employees. Superior collaboration, communication and organization skills are required. This is a uniformed position.

Background:
The Trust is a public benefit corporation created in 1998 by an Act of New York State. The mission of the Trust is to design, construct, and maintain a prominent four mile long waterfront park on the west side of Manhattan. Hudson River Park is the second largest park in Manhattan boasting 150 acres of land and 400 acres of estuarine waters. The park features landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public art, and other special features. The Trust has approximately 70 full-time staff and hires another 30+ staff each summer to work on our Horticulture, Public Program and Environment & Education teams.

Responsibilities/Duties:
The Seasonal Events & Safety Associate's responsibilities include, but are not limited to, the following:

Events

- Conduct pre and post event site inspections and create documentation
- Assist with necessary coordination with the Trust's Maintenance, Facilities and Public Programs staff regarding the placement of barricades, trash cans, special equipment and general event management and clean-up
- Manage public safety by being the on-site presence; ensure guest event protocol and procedure is followed
- Other duties as assigned

Safety

- Conduct park-wide routine inspections with a focus on life safety support equipment
- Assist in coordinating the Parks' Health Safety Plan including the sharps disposal program
- Complete special projects as needed at the direction of the Operations Field Manager, i.e. replacing fire extinguishers and water rescue life rings
- Assist in coordinating bikeway safety including work zones and detours

Required Education and Experience:

- Working towards Associates or Bachelor's degree
- Minimum of one year of successful events coordination and public safety experience
- Excellent verbal and written communication and organization skills
- Computer literacy in Microsoft Office Suite

Special Conditions and Requirements:

- This position is labor intensive; ability to lift and move with objects up to 50lbs on a regular basis
- Ability to walk and move in outdoor weather conditions for extended periods of time
- Willingness and ability to occasionally work unconventional hours and weekends
- Valid driver's license required

Preferred Experience:

- Event operations/logistics experience.
- Facility inspection and/or safety auditing experience.
- FDNY F-04 Certified.

Essential Traits:

- Ability to identify and then coordinate the correction of potential safety issues
- Ability to be flexible and firm when warranted
- Team orientation that combines strong congeniality, coordination and influencing skills; ability to gain cooperation and influence staff that is outside of direct line of authority
- Ethical Conduct
- Problem Solving/Analysis

Compensation/Benefits:

- $18.00 per hour, there are no benefits associated with this position

Application Process:

Interested applicants are to submit a cover letter and resume to Kate Yarhouse, Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: 2017 SEAS in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:
www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.