



Position Description

Development Department

HRPK Friends Seasonal Associate

Salary: \$20 per hour

Reports to: Senior Manager, Corporate and Community Engagement

Hours/Week: Up to 5 shifts per week for a total of 25-35 hours including occasional evenings and one-two Saturdays per month during season (May-Nov)

Start Date: April/May

Requires in-person, public facing work, and applicant must have a current driver's license

Interested applicants are invited to send a resume and brief cover letter to

volunteer@hudsonriverpark.org

Background:

Hudson River Park Friends ("Friends") is an independent nonprofit 501(c)(3) organization dedicated to the completion, care and enhancement of the Park and is the designated fundraising, advocacy and support organization of Hudson River Park Trust ("Trust"). Friends creates opportunities for public contributions to and participation in the Park's operations and growth, to guarantee its future for generations of New Yorkers, Americans and visitors from around the world. The Trust is a public benefit corporation of New York State and is responsible for the continued operations, maintenance and completion of the Park. Hudson River Park ("Park") is a 550-acre park located along four miles of the Manhattan waterfront, which includes landscaped public piers, display gardens, heavily used lawns, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features.

A Friends Seasonal will be hired to help execute existing program objectives and support efforts to increase corporate financial support and volunteer event coordination and production.

Position Summary:

The Seasonal will be a Friends employee engaged in the participation and support of the Corporate Membership and Volunteer Programs and could include support for Friends' annual and other fundraising events.

This position will work closely with the Senior Manager of Corporate and Community Engagement on efforts including but not limited to: volunteer project execution; sponsorship fulfillment; donor support; and community outreach. A successful candidate will be congenial and comfortable with both volunteers and the public.

Duties and Responsibilities:

Volunteer Program—Volunteers are critical to keeping our Park beautiful and healthy year-round. Through gardening and environmental stewardship, special event facilitation, marine debris clean-up and building projects, volunteers engage in activities that help maintain this beloved Park for millions of visitors.

Group and Individual Volunteer events:

- Setup and breakdown the Friends' pop-up tent, tables, chairs and other necessary equipment and materials for volunteer projects.
- Check in volunteers as they show up, collect and maintain liability waivers prior to/on site, host the check-in desk and take photos of the volunteers in action.
- Work alongside Friends and Trust staff to facilitate volunteer projects, working to accomplish project goals and objectives and enhance the overall experience while helping to foster a sense of community engagement.
- Collect and analyze feedback from volunteers and corporate partners to help the Friends team continually assess and improve the volunteer program.
- Work closely with other departments within HRPK Friends and the Trust to promote corporate volunteer opportunities and highlight the impact of volunteer efforts.

Safety:

- Both the Hudson River Park Trust and Hudson River Park Friends place the highest value on the safety of our staff, contractors, volunteers and visitors. Training will be required to ensure tasks are carried out safely and comply with requirements for use of proper personal protective equipment (PPE). Must be able to safely handle/operate tools.

Fundraising Events:

- Event and Sponsorship fulfillment: Assist with on-site activations, setup, breakdown and execution.

Qualifications and Requirements:

The HRPK Friends Seasonal's primary responsibilities will be conducted in Hudson River Park. The position requires excellent attendance and representation of Hudson River Park Friends when in the Park. Occasional evening and regular Saturday hours (one-two per month) will be required for this position. Timesheets must be submitted weekly.

The ideal candidate should be self-motivated, highly organized, detail oriented and able to work with a team to accomplish project goals. The Seasonal should be comfortable and professional when interacting with volunteers, the public and other HRPK staff. The ability to lift and carry event-related materials and equipment up to 25 pounds will be necessary. Additionally, the Seasonal Associate should be enthusiastic and have strong communication skills.

A valid driver's license and clean driving record is required, must be reachable by phone and email.