

Position Description

Development Department
Friends Summer Intern

Reports to: Corporate and Community Partnerships Manager
FLSA: Non-Exempt

Hours/Week: 25
Start Date: May 2018

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 new 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 sculpture and other special features.

A Friends Program Intern will be hired to help execute existing Volunteer Program objectives and increase capacity.

Position Summary:

The Intern will be a Friends employee engaged in the support of development programs such as the corporate membership program, community partner program and volunteer program.

This position provides extensive experience including but not limited to: sales/donor support community outreach, corporate prospecting, volunteer coordination and project planning.

Duties and Responsibilities:

Corporate Membership Program - Corporate Membership is focused on engaging employees of our corporate supporters through interactive, team-focused activities such as Volunteer Days, Park Days and participation in Hudson River Park events.

- **Prospecting and Acquisition:** Researches potential corporate members and assists in the acquisition of new corporate members through canvassing, outreach, in-person and telephone/on-line solicitations etc.
- **Coordinate & Organize Volunteer Events:** Assists in coordinating corporate and group Volunteer Days for partners of the Hudson River Park Friends. Supervise volunteer work including but not limited to pre and post event communications, event prep, hospitality, oversight and cleanup.
- **Sponsorship Fulfillment:** Assists with the cultivation of sponsors for Park programs and supports the execution of Sponsorship deliverables. This may include the execution of Volunteer Day(s), working with the Marketing and Communications department to facilitate social media postings, volunteer-related website content, the creation of signage/marketing materials for onsite use, etc.
- **Program Collateral and Materials:** Enhance and/or create collateral for the corporate membership program and sales tool kits, keeping information updated and current. This may include informational, promotional, internal or external decks, brochures, re-caps etc.

Volunteer Program - Volunteer efforts are critical in keeping our parklands beautiful and healthy all year round. Through gardening and environmental stewardship, special event facilitation, marine debris clean-up, and painting

and building projects, volunteers engage with the West Side community and maintain this beloved park for millions of visitors.

- **Coordinate & Organize Group and Individual Volunteers:** Assists in coordinating all individual and group volunteers. Work with Friends staff to plug volunteers into fundraising and advocacy initiatives led by Hudson River Park Friends. Assist horticultural staff members and work to accomplish project objectives. Act as point person for all efforts by regular volunteers on various initiatives and programs, including HRP Green Team events, weekly Neighborhood Gardener Program, Compost Volunteer Opportunities, etc.
- **Coordinate & Organize School Volunteers:** Assists in coordinating strategic partnerships with school and youth groups to facilitate volunteer service opportunities for schools, students and families in the Park.
- **Record Keeping:** Assists in maintaining an organized and accurate volunteer database for both group and individual volunteers. Collect and maintain waivers at volunteer events.
- **Safety:** Both the Trust and Hudson River Park Friends place the highest value on the safety of our staff, contractors, volunteers and the general public. Perform and ensure tasks are carried out safely and comply with requirements for use of proper personal protective equipment (PPE). Must be able to safely operate tools, vehicles and specialized equipment. First Aid Certification is a plus. Deliver onsite safety briefings and/or advanced training to volunteers.

Community Partners Program - Community Partners, neighboring businesses, support the Park by offering benefits to our members, holding fundraisers on our behalf, and spreading awareness about Hudson River Park and our various programs.

- **Prospecting and Acquisition:** Researches list of potential Community Partners. Assists in the acquisition of new Community Partners through canvassing, outreach, in-person and telephone/on-line solicitations etc.
- **Program Collateral and Materials:** Enhance and/or create collateral for the Community Partner program, keeping information updated and current.
- **Other:** Must be willing and able to perform duties of other divisions/positions as directed or required commensurate with need and intern's level of skill.

Qualifications and Requirements:

1-2 years related experience or two years of college experience preferred.

The Friends Summer Intern will have various responsibilities in the office and in the field. The position requires punctuality and excellent attendance and representation Hudson River Park Friends in the Park. Occasional evening and weekend hours will be required for this position.

The ideal candidate should be highly organized, detail oriented, proactive and able to work with a team to accomplish project goals. The Intern should be comfortable performing physical labor, including aspects of general landscape maintenance and the ability to lift and carry event related materials and equipment up to 25 pounds. In addition, the Intern should be enthusiastic, have impeccable communication skills and be comfortable speaking in public.

Applicant should be proficient in Microsoft Office

A valid driver's license with a clean history is preferred.

Compensation:

\$15 an hour at 25 hours per week. Position will last for 10 weeks.

Application Process:

Interested applicants are to submit a cover letter outlining their interest in this position and a resume to Tobin Kent, Program Coordinator of Friends tkent@hudsonriverpark.org