



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 711356

Office Title: Stewardship Engagement Coordinator

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$60,889 - \$94,521

Number of Positions: 1 **Work Location:** Baby Queensbridge, Queens

NYC Parks is an award-winning City agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets includes recreation and nature centers, historic buildings and structures, athletic fields, playgrounds, sports courts, public pools, performing arts spaces, retaining walls, piers, boardwalks and nearly 14 miles of beaches.

The mission of the Natural Resources Group (NRG) within the Division of Environment and Planning is to protect, restore, expand and manage New York City's natural spaces and green infrastructure to maximize their ecological and social benefits for all New Yorkers. The Division is responsible for planning, citywide urban forestry, and ecological and horticulture initiatives. The Stewardship Team, within NRG, supports the Division and engages the public by providing diverse opportunities for direct care of natural resources and the urban forest across the City.

Major Responsibilities

- Under general direction, with wide latitude for independent initiative and judgment, direct staff in preparation for engaging volunteers. Manage and expand volunteer events in the right-of-way (street tree care) and upland forests, including: vegetation removals in natural areas, restoration plantings, erosion control, coastal/park clean-ups, street tree care workshops and other service projects throughout New York City.
- Supervise a dynamic team, with various levels of experience and instruct them in proper project techniques and the proper use and care of equipment and materials.
- Direct preparation of project sites and determine suitability for volunteers.
- Manage and supervise volunteer events.
- Maintain records and prepare written reports, including the regular review of fieldwork entries into Access and Excel tracking forms, and maps of work areas in the Natural Areas Management Application.
- Track field work and volunteer accomplishments, recruit additional staff as needed for preparation of events and coordinate logistical support for other projects in support of division work as needed. Support the execution and development of program proposals with non-profit and community partners. Help prepare grant applications to fund staff and program initiatives
- Coordinate on-site efforts with local park managers, local community groups and other agencies.
- Support the provision and maintenance of tools, supplies and vehicles needed to support the work of staff and volunteers.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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 within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Ability to maintain a flexible schedule including weekends and occasional evenings.
2. Ability to lift 50lbs. and handle gas-powered equipment.
3. Excellent communication, interpersonal and organizational skills.
4. Experience managing field staff and/or mobile crews.
5. Experience performing removals, native vegetation plantings, erosion control and coastal/park clean-ups.
6. Experience working with and motivating volunteers.
7. Ability to work effectively as part of a team and independently.
8. Demonstrated commitment to public service and the environment.
9. Valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Stewardship Engagement Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 711356.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN and Job ID# 711356 on your cover letter and resume.**

POST DATE: 04/18/2025

POST UNTIL: 05/02/2025

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115.

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)