



Title: Forest and Highland Park Community Engagement Associate

Location: Forest & Highland Park, Queens, NY

Salary: \$20 per hour (21 hours per week)

(1) Seasonal Position: April 1st – October 1st

Work Location: Oak Ridge, One Forest Parkway, Woodhaven, NY

The Forest Park Trust Inc. and the Forest & Highland Park Administration of NYC Parks, work together to oversee parks operations, maintenance, and special events. Forest Park is the third largest park in Queens, it features a historic bandshell, golf course, seven playgrounds, and the most continuous oak forest in the borough. Highland Park, located on the Brooklyn-Queens border features three playgrounds, tennis courts, sports fields and the historic Ridgewood Reservoir.

MAJOR RESPONSIBILITIES

- Under the direction of the Landscape and Natural Areas Coordinator for Forest and Highland Park:
 - Schedule, post, and conduct outreach for various public-facing volunteer events
 - Engage with existing community groups and field volunteer project requests
 - Manage and supervise volunteers in a variety of outdoor settings including forest, wetlands, and formally landscaped areas of Forest and Highland Park
 - Work alongside our trails staff to maintain hiking trails (including corridor clearing, trail closures, drainage and erosion control) and forested natural areas
 - Work with staff gardeners on formal garden beds and young tree care as needed
 - Maintain records and prepare reports, including entering data into web-based forms and spreadsheets

In addition to administrative duties, this work may include the following: using various hand tools, invasive species removal, planting, cutting and carrying woody debris, installing fencing, and maintaining planting sites.

QUALIFICATIONS

1. Experience working with and motivating volunteers in an outdoor setting
2. A baccalaureate degree or certificate towards a degree in forestry, natural resource management, environmental science or related field and/or interest and experience working on trails and forest restoration projects.
- 3 Familiarly working with Microsoft Office and maintaining a database
4. Willingness to work weekends and occasional evenings, in inclement weather and ability to safely lift 50 lbs.
5. Knowledge of Eastern New York Flora and non - native invasive species.
6. Valid New York State driver license.

TO APPLY, SEND COVER LETTER & RESUME TO:

Christina Perdos-Vullo, Landscape and Natural Areas Coordinator
Oak Ridge - One Forest Parkway, Woodhaven, NY 11421
Email: christina.perdos@parks.nyc.gov

POSTING PERIOD: March 11 - March 25, 2024

The Forest Park Trust, Inc is an Equal Opportunity Employer