

**2018-2019 CITY SERVICE CORPS
MEMBER POSITION DESCRIPTION**
(Service Dates: August 27, 2018-July 5, 2019)

City Agency Host Site Name: NYC Parks, Flushing Meadows Corona Park

Position Title: Flushing Meadows Corona Park Stewardship Corps Member

Location: Flushing Meadows Corona Park

Schedule: M-F 9:00am to 5:00pm; including some weekends

of Member Slots in this Position: 1

Agency/Community Need for the specific project on which City Service Corps member is serving: Quality, well-maintained, accessible parks are critical public assets in our neighborhoods. Engaging communities in park stewardship is a key way in which we ensure our parks are sustainable for future generations. Our vision is to create and sustain thriving parks and public spaces for New Yorkers. Our mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces. The Flushing Meadows Corona Park Administrator's Office is tasked with overseeing all programming and management aspects of this 897 acre park, the fourth largest park in the NYC park system.

Mission and Goals for the specific project on which City Service Corps member is serving: Flushing Meadows Corona Park is located in the most diverse Borough and is surrounded by several different communities who speak approximately 138 languages. The Corps Member will help maintain, expand and promote a stewardship program for the parks' natural areas (Meadow and Willow Lakes). The member will also help foster community engagement through pop-up visioning sessions, user surveys, and community outreach on behalf of the Alliance for Flushing Meadows Corona Park and the Community Advisory Board (CAB). With just under 9 million visitors to the Park each year, Flushing Meadows Corona Park is the backyard for those with limited open space in the surrounding neighborhoods.

Member Position Summary:

The Corps Member will be involved in a wide variety of major long-term development projects, including those related to planning, natural resources, and special events.



Detailed Functions of Position:

- Organize Stewardship Volunteer Days
- Prepare, coordinate, and help manage pop- up visioning sessions and user surveys throughout the park
- Identify volunteers, training, education, organizing the projects, and hands on field conservation.
- Work with Natural Areas Budget
- Work with the FMCP staff on the FMCP Alliance and Community Advisory Board by doing such things as outreach, webpage editing, grant writing, plan and attend meetings and events.

Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities of Member:

- Microsoft Office (Word, Excel, Outlook) skills/knowledge
- Outreach
- Familiarity with NYC neighborhoods
- Ability to work independently and as part of a team
- Organizational skills and attention to details
- Interpersonal and communication skills
- Ability to juggle multiple tasks (multi-tasking)
- Adobe suite familiarity a plus
- Fluency in Spanish and/or Chinese a plus
- Familiarity with ecology is a plus

* Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.