



Summer Associate Position at the Brooklyn Bridge Park Conservancy

The Brooklyn Bridge Park Conservancy is seeking Summer Associates for the 2018 season. A non-profit organization, the Conservancy has worked for over thirty years to ensure the creation, adequate funding, proper maintenance, public support, and citizen enjoyment of Brooklyn Bridge Park through partnership with the public sector, development of programming, and active promotion of the needs of the park and its constituents. Over the past decade, over 1,500,000 visitors have enjoyed the Conservancy's free events and activities in Brooklyn Bridge Park.

Ideal applicants have an interest in small and large-scale events, working with volunteers and an ability to lead small projects independently or with groups. An interest and background in environmental education, aquatic ecology and kayaking is welcome. The successful applicant will understand our mission quickly and understand the position within the rest of the organization. The applicant will be comfortable working outside in all types of weather and with a wide range of park staff and constituents. This is an excellent opportunity to gain valuable experience by working as part of a small team, making sure our 500 programs are effectively managed.

Responsibilities include, but are not limited to:

- Work outdoors to facilitate various public programs, including set up, break down, and on site presence. Events include arts and cultural programs (outdoor movie series, concerts, theater, children's events), recreational programs (fitness classes, kayaking, sports leagues) and volunteer programs (weekly horticulture opportunities, coastal clean ups, corporate volunteer days).
- Assist in facilitation of public environmental education classes in the park and at our indoor Environmental Education Center. Class topics include seining, aquatic ecology, geology, history of the Brooklyn Bridge and trees.
- Track visitor information, including demographic information and program participant numbers and ensure all survey data and program numbers get properly entered into internal database.
- Provide general administrative support of staff, including drafting blog posts, taking pictures, tracking press coverage, and putting up signage throughout park.
- Staff park visitor stations, offering directions, historical background and general information to the public.

Qualifications:

- College student or recent college graduate
- Strong communication and interpersonal skills
- Outgoing, fun, curious, mature, positive, and a self-starter
- Ability to perform outdoor physical labor (lift 40 lbs) in all weather conditions
- Proficiency in Microsoft Office and Excel
- Ability to use the Internet for research and communication
- Interest in education and coordinating public events
- Responsible and detail oriented
- Ability to work quickly, independently, accurately and consistently

Schedule varies and includes evenings and weekends, 20-35 hours a week, \$13.00/hour

Please email a cover letter and resume to:

Devin Mathis, Director of Programming at programming@brooklynbridgepark.org

Please specify in your cover letter if you have an interest or background in a particular program area: Arts & Culture, Recreation, Education, or Volunteer.