



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## SEASONAL JOB VACANCY NOTICE

**Office Title:** Nursery Associate

**Civil Service Title:** Community Associate

**Work Location:** Staten Island

**Duration:** October 2025 to June 30, 2026

**Salary:** \$28.04/Hour for 35 hour work week.

**Number of Positions:** 1

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We look after 600,000 street trees, and two million more in parks.

The Division of Environment and Planning aims to protect, restore, and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The Natural Resources Group within Environment and Planning manages over 10,000 acres of natural areas across the five boroughs, including forests, grasslands, and wetlands, and has secured tens of millions of dollars of grant from state, federal and private sources over the past decades to fund the restoration and management across these ecosystems.

Employees who work for 6 months or longer are eligible for healthcare benefits. All seasonal employees earn sick and annual leave. All employees receive free membership to our recreation centers.

### MAJOR RESPONSIBILITIES

- Under supervision of nursery leadership, with latitude for independent initiative and judgment, perform responsible horticultural, operational, and administrative work for NYC Parks Plant Ecology Center and Nursery (PECaN), located at 3808 Victory Blvd Staten Island.
- Assist with greenhouse and nursery operations, including sowing seeds, transplanting seedlings, watering, weeding, and preparing plants for distribution. Help monitor plant health and maintain cleanliness and organization in greenhouse and outdoor growing areas.
- Support nursery operations by assisting with inventory tracking of plants and seed, supplies, and equipment, and help ensure accurate record-keeping for plant and seed production activities. Enter data into spreadsheets and nursery databases in a timely manner.
- Help coordinate volunteers and interns during workdays, providing guidance on tasks and ensuring a safe and productive environment. Occasionally assist with public tours, educational activities, and visitor interactions, helping explain nursery processes and the importance of native plants.
- Assist with receiving and organizing deliveries of soil, supplies, and plant materials. Maintain tools, equipment, and work areas in good condition, and report repair or replacement needs to supervisors.

### QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### PREFERRED SKILLS/QUALIFICATIONS

1. Experience with plant identification and an interest in native plants of the region.
2. Experience with hand and power tools and operation and basic maintenance of farm machinery including tractors, implements and seed cleaning machine.
3. Experience with facility upkeep and management.
4. Excellent communication, interpersonal and organizational skills, including the ability to work in a team.
5. Comfortable with Microsoft office programs, including MS Word, Excel and Access.
6. Demonstrated commitment to public service and the environment.
7. Ability to work outside and perform physical labor with little supervision.

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 for all other candidates.

**Fees:** Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to a \$101.25 background check fee.

### HOW TO APPLY

To apply email resume and cover letter to [Rachel.chaiken@parks.nyc.gov](mailto:Rachel.chaiken@parks.nyc.gov)

City employees please include your ERN on your cover letter and resume and all applicants indicate which position you are applying for.

**POST DATE:** 08/12/2025

**POST UNTIL:** FILLED

If you have any questions regarding this posting or require a reasonable accommodation during the application process, please email Rachel Chaiken ([Rachel.chaiken@parks.nyc.gov](mailto:Rachel.chaiken@parks.nyc.gov)).

References will be required upon request. We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.

[nyc.gov/parks](http://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 \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))