



CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Idlewild Stewardship Associate
Civil Service Title: Community Associate
Work Location: Idlewild Park, Queens

Duration: 12 weeks, Expected Start Nov. 2025
Salary: \$28.04/per hour. 35 hours per week*
Positions: 2

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.

Natural Resources Group (NRG), within the Environment & Planning (E&P) division seeks a Stewardship Associate role for a 12 week grant funded position. The Environment and Planning division aims to protect, restore, and expand New York City Parks including green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The division is responsible for planning, citywide urban forestry, ecological and horticulture initiatives. Our core values: Champion Urban Nature, Apply Science and Embrace Innovation, Be Respectful and Inclusive, and Advance an Ecological Legacy.

Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

* Part-time schedule available, minimum 2 days.

MAJOR RESPONSIBILITIES

- Under general direction, with wide latitude for independent initiative and judgment, support service events, trainings, recruitment and workshops engaging volunteers and interns in Southeast Queens.
- Lead and participate in natural area vegetation management, native vegetation plantings, trail work, erosion control, coastal clean-ups, street tree care, and other service projects throughout New York City.
- Manage and supervise volunteers and interns in a variety of outdoors settings including forests, wetlands and along New York City streets, instructing them in proper project techniques and the use and care of equipment and materials.
- Support community engagement and planning efforts for scheduled public and private events facilitated by the Stewardship team. Recruit, manage and supervise volunteers and interns in a variety of outdoors settings.
- Update and maintain records, prepare written reports, including the regular entry of participant information and fieldwork into Excel tracking forms and sketching work areas in ArcGIS. Track participant recruitment and engagement progress against Stewardship program goals.
- Support on-site efforts with other work happening within the division, with local park managers, local community groups and other agencies.
- Assist in registration and leading volunteers at events as assigned.
- Facilitate and enhance train-the-trainer options to provide wider variety of opportunities for volunteers.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and one year 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. A valid New York State driver license.
2. Ability to work weekends and occasional evenings.
3. Experience working with volunteers, students, or interns.
4. Knowledge of native and invasive plants and local ecology.
5. Ability to work under adverse conditions (heat, early/late hours, inclement weather, muddy and/or wet conditions).
6. Excellent inter-personal skills, including the ability to work independently and part of a team.

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

Go to cityjobs.nyc.gov and search for Job ID# 753491.

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

***Parks & Current City Employees please include your ERN on your cover letter and resume.**

POST DATE: 10/27/2025

POST UNTIL: FILLED

NOTE: 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

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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 \(nyc.gov\)](https://www.nyc.gov/civil-service)