



Founded in 2001, the Esplanade Association (EA) is a not-for-profit park friends group working in partnership with the Massachusetts Department of Conservation and Recreation to restore and enhance the historic Charles River Esplanade. In addition to helping improve the physical condition of the park, we provide free, fun, and health-promoting programs at the park for children and adults. The organization also advocates for the protection of and investment in the Esplanade for the benefit of all park users. More information on the organization can be found on our website at [www.esplanadeassociation.org](http://www.esplanadeassociation.org).

**JOB TITLE:** Summer Programs Assistant

**DEPT/PROGRAM:** Park Programs

**REPORTS TO:** Stewardship Manager

**POSITION OVERVIEW:** The Programs Assistant will work closely with the Stewardship Manager to implement free park programs that promote good health, fitness, and recreation at the Charles River Esplanade and supervise volunteer groups. This individual might work on projects independently, with a team of staff and volunteers, or under the direction of a staff member depending on current needs of the organization.

**POSITION STATUS:** This is a temporary, hourly position with a maximum of 20 hours a week, five days a week, including evening and some weekend hours. This position requires lifting, transporting equipment to, from and within the park, and working outdoors. Must be able to drive a golf cart and must be at least 18 years of age.

**Responsibilities:**

**Summer Programs:**

- Assist with planning, communication, public relations, marketing, and operations related to park programs
- Coordinate communications, outreach and logistics for all park programs: Children in the Park and Healthy, Fit, & Fun
- Assist in outreach to local residents at camps and fitness classes
- Organize and supervise activities for Children in the Park
- Coordinate with EA's partners to deliver fitness and other recreational and educational programs
- Set-up and cleanup for classes in the park (e.g. assure signage and equipment are in place, manage sign-in sheets and waivers, make general announcements as needed, etc.)
- Represent EA at the park when programs are in progress

- Assist with other administrative duties as assigned including preparation of thank you letters to community partners, program reports, etc.

**Volunteer Group Organization:**

- Aid Stewardship Manager in running volunteer groups in the Park
- Deliver weekly status updates on volunteer programs

**Qualifications:**

**Experience:**

- Familiarity with cultural and recreational programs, including health and fitness, art and youth
- Experience in volunteer management
- Experience working with children

**Skills:**

- Proficiency in word processing, email and internet research
- Good writing skills; will be asked to write thank you letters, press releases and reports on activities
- Ability to handle a variety of responsibilities simultaneously and to set priorities in order to complete assignments in an efficient, accurate, and timely manner
- Comfortable working in a team-oriented, consensus driven environment
- Comfortable delivering information to large groups in a volunteer training/action setting
- Positive, professional, and accommodating attitude
- Be willing to work both in an indoor and outdoor setting
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties

**Other:**

- Boston resident
- Must have a valid US driver's license
- Subject to Criminal Offender Record Information (C.O.R.I) check

**Application Process:**

Please send cover letter and resume to Micah Jasny at [MJasny@esplanadeassociation.org](mailto:MJasny@esplanadeassociation.org). Please put your last name and Programs Assistant in the subject line.