

Job Title: Administrative Coordinator for Programs

Department: Programming

Job Type: Full-Time; Year-Round; 40 hours per week; Overtime when required; Non-Exempt

Pay Rate: \$18.00-\$21.50 per hour

Benefits: Comprehensive benefits package following 60 day introductory period (health insurance, paid time off, etc.)

Location: Randall's Island Park, New York, NY 10035

POSITION DESCRIPTION

Randall's Island Park Alliance, Inc. (RIPA) is a 501(c)3 non-profit organization that works with the City of New York and local communities to provide an innovative and exciting destination through a wide range of sports venues, public programs, cultural events, and environmental exploration. As the dedicated steward of Randall's Island Park, the Alliance sustains, maintains, develops, and programs the Park to support the wellbeing of all New Yorkers. RIPA has an annual operating budget of \$9.5 million, approximately half of which is raised through fundraising.

The Administrative Coordinator for Programs will support the educational, environmental, and community programs on Randall's Island with a focus on the scheduling and administration of school programs. This position is under the general direction of the Public Programs Manager.

MAJOR RESPONSIBILITIES

- Responsible for educational programming outreach, scheduling student visits to RIPA's educational programs, coordinating summer camp registration, and coordinating educational events.
- Coordinate with teachers and participants to provide all necessary forms and information, and register individuals and groups for classes and other programming events.
- Responsible for administrative tasks such as data entry, phone calls and email correspondence.
- Provide excellent customer service by delivering professional responses to emails, calls and in-person inquiries regarding RIPA public programs.
- Develop and maintain relationships with community based organizations, schools, and individuals to increase awareness and public participation in programs on Randall's Island.
- Maintain detailed records of program visits, event attendance, waivers, contact information, insurance forms, and related data.
- Implement strategies for collecting meaningful feedback from program participants and volunteers.
- Track and document program and facility usage through reports including data, photographs and narrative.
- Represent RIPA and conduct outreach in the park, interacting with park patrons to offer assistance and inform them of RIPA's programs.
- Represent and promote RIPA at workshops, conferences and community events.
- Assist with coordinating and implementing volunteer events.
- Assist teaching school programs when necessary.
- Support park-wide initiatives, programs and events.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

QUALIFICATION REQUIREMENTS

- B.A. from an accredited college and two years' experience in administration, scheduling or the duties as described above; OR a high school diploma (or equivalent) and four years of experience in administration, scheduling or the duties as described above.
- Strong event planning, scheduling, interpersonal, and presentation skills.
- Ability to monitor, analyze, consult, and report on programs.
- Advanced planning and organizational skills, as well as strong attention to detail.
- Excellent customer service skills, follow-through and persistence when corresponding with individuals, teachers, and volunteers.
- Highly motivated, able to manage and prioritize multiple tasks.
- Proficiency with computer applications, including Microsoft Office applications.
- Excellent communication, interpersonal, organizational and time-management skills.

- Motivated and punctual, able to work both independently and as part of a team.
- Valid Driver's License.
- Flexibility to work occasional evenings and weekends

PREFERRED SKILLS/QUALIFICATIONS

- Coursework in ecology, education, health/wellness or a related field.
- Experience with coordinating outdoor educational programming, public events, public health advocacy, environmental and/or food justice programs.
- Fluent in Spanish.
- First aid and CPR Certification.

To apply, please complete an application online at:
<http://randallsisland.org/about-us/employment-opportunities>

Please submit a cover letter



The Randall's Island Park Alliance, Inc. is an Equal Opportunity Employer.

RIPA maintains confidentiality of all applications and therefore will never contact a present employer without prior consent from the applicant.