

Position Description

Job Title:	RSI – Sustainability, Recycling, and Compost Specialist	Revision Date:	March 13, 2025
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Natalie Walker
Hourly Rate:	\$18.00/hour	Application deadline:	Open Until Filled
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Recreation Specialty Instruction (RSI) will serve as a Sustainability, Recycling, and Compost Specialist supporting the department's sustainability strategies by assisting with waste reduction, recycling, composting, and other general sustainability initiatives. Reporting to the Sustainability Director, this position will conduct research and collect, process, and present data for several initiatives. Focus initiatives include:

- **Waste Diversion:** Recycling and composting data collection, quality control, and reporting for PPR Rec Centers and facilities
- **Sustainability Outreach and Education:** Deliver trainings to PPR program staff and, when possible, program participants (youth) on proper recycling, composting, and food donation strategies

General Sustainability Initiatives: Support the department with other sustainability-related initiatives for topics such as energy, communications, and sustainable land care to promote cleaner and greener parks. The position is a combination of office and field-based activities. It is a blend of processing data and reports via electronic means and interacting with City staff and Parks and Rec users from the community. As such, an estimated 40% of this position must be performed in the field, while approximately 60% can be performed via computer. Each task and initiative this position informs is ultimately in support of the department and City's Sustainability goals.

Responsibilities

- Oversee the recycling program across park and recreation sites, ensuring proper implementation and adherence to guidelines.
- Coordinate with the Recycling Office and Sanitation Department to ensure timely and efficient collection.
- Conduct site visits to monitor recycling bin placement, contamination rates, and overall compliance.
- Provide training and guidance to staff on proper recycling practices.
- Troubleshoot operational issues related to waste collection and disposal.
- Assist in coordinating with recreation sites and the composting vendor to ensure smooth operations.
- Help educate recreation staff on proper food waste collection and contamination prevention.
- Track participation and report any logistical concerns to the compost program lead.
- Develop and deliver educational materials, workshops, and outreach programs on recycling and waste reduction.
- Engage with recreation staff, volunteers, and park visitors to promote sustainable waste management practices.
- Track recycling participation, contamination levels, and collection schedules.
- Collect and analyze data on waste diversion to assess program effectiveness and identify areas for improvement.
- Prepare reports summarizing key findings and recommendations.
- Ensure recreation sites have the necessary resources for recycling, such as bins and signage.
- Support zero-waste efforts at park events by coordinating recycling logistics.
- Ensure recycling areas at recreation sites remain clean, organized, and compliant with health and safety standards.
- Identify and report any issues related to contamination and improper waste disposal.
- Support additional sustainability initiatives and special projects as needed.

Competencies, Knowledge, Skills and Abilities

- Ability to navigate neighborhoods throughout the City of Philadelphia
- Proficiency in Microsoft Office software including Excel, PowerPoint, and Word
- Experience with or understanding of ArcGIS
- Excellent written, verbal, and electronic communication
- Experience collecting, organizing, and analyzing data
- Ability to generate reports that clearly communicate trends over time
- Comfort offering ideas, proposing solutions, and asking questions when appropriate

Qualifications (Education & Experience)

- Valid Driver's License and willingness to drive throughout the city
- Pursuing bachelor's degree in topic related to sustainability; statistics; water resources; environmental sciences; data science; urban planning; parks, recreation, & leisure; engineering or area of study deemed relevant
- Equivalent combination of education and experience in a related field also considered

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to Natalie.Walker@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>