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## Position Opening | Freeway Park Lead Ambassador

### OVERVIEW

The Freeway Park Association (FPA) seeks to hire a Lead Park Ambassador to be a concierge to Park visitors, set up daily park activations, and facilitate special programs and events. The lead ambassador will report to, and work collaboratively with the Program Manager. (Schedule varies +/- 30 hours per week to start. \$18-20/hr DOE)

FPA has been a community steward to Freeway Park since 1993. In partnership with Seattle Parks & Recreation, FPA works to raise funds and provide programming for Seattle's largest and most iconic downtown park.

One of Lawrence Halprin's intentions when he designed Freeway Park in the 1970s was to provide a place of respite in the heart of Seattle's bustling city center. While the hum of the city has sounded a little different since COVID, the role of Freeway Park as a place of respite has only gotten more important. Join our small but mighty team as we welcome our community to the arboretum, architectural beauty, and playful public space that is Freeway Park.

### RESPONSIBILITIES

#### Park Activation

- Coordinate, set-up and break-down daily programs and activations in the park including park amenities (chairs, tables, signage, etc.) community chalkboard and other regular activations.
- Assist Program Manager to coordinate, set-up and break-down special events in the park including on some evenings and weekends (evolving alongside COVID protocols.)
- Assist FPA team in program development and brainstorming sessions to create creative and engaging programs for the park.
- Act as an on-the-ground liaison for event partners; working with vendors, permitted groups, sponsors, volunteers and park patrons to ensure a positive park experience for everyone.
- Ensure park areas are clean and free of debris during work shift and prior to special events/activations.
- Document events and activations with pictures and reports.
- Assure appropriate social distancing and other COVID protocols as needed.

## Outreach

- Lead FPA's concierge program, holding weekly 'office hours' in the park and ensuring a friendly and helpful environment for all park users.
- Assist Program Manager in creative and engaging outreach with surrounding communities ie: user survey, event advertising, newsletter creation, partnership development etc.
- Assist Program Manager in management of FPA's social media presence.
- Engage with vulnerable groups present in the parks in a humanitarian and compassionate manner while ensuring the safety of the Park.
- Represent FPA at special events or community meetings in a positive and highly professional manner.

## Park Observation

- Work with the Program Manager to coordinate with Seattle Parks & Rec. to report safety issues, cleanups and other landscape/maintenance problems.
- Using behavioral mapping, conduct daily counts and observations of park users at regular times.
- Construct weekly reports containing stats, updates and synopsis of past week events.

## AND

- Other commensurate duties as assigned.
- Participate in programming and have fun!

## QUALIFICATIONS

### Required

- Interest in place-making, community building, direct outreach, public space activation and/or urban design.
- Must be a true "people person," comfortable talking to small groups, individuals, and potential partners.
- Must be good with details and organizational systems.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages and abilities.
- Ability to handle stressful situations, demonstrating diplomacy and tact under pressure.
- Self-motivated, energetic learner with a good sense of humor.
- Strong interpersonal skills with the ability and willingness to work as part of a team.
- Knowledge of and comfortability working in Downtown Seattle.

- Knowledge of (or experience in) a compassionate equity approach to social services.
- Willing to work outside in all-weather conditions for 8 hour shifts. .
- Willingness and ability to lift and move heavy equipment weighing up to 25 pounds and stand for extended periods of time.

### Desired

- Experience working in direct social service and trauma informed care.
- Experience/interest in managing an organization's social media presence.
- Experience/interest in creative public programs like public art or performance.

### DETAILS

This position is permanent, non-exempt, hourly. Schedule is flexible and hours will vary according to the season and will include some nights and weekends.

- +/- 30 hours to start
- \$18-20 per hour depending on experience
- Paid Time Off for Vacation/Sick Leave
- 9 Paid Holidays
- Healthcare stipend
- Orca Card
- Support for professional development
- The majority of the Lead Ambassador job duties will occur inside Freeway Park (at 700 Seneca St) as well as some hours in the FPA office (at 301 Union Street). Some work-from-home hours may be needed as well.

### TO APPLY

Please send resumes with a letter of interest and three professional references to - [riisa@freewayparkassociation.org](mailto:riisa@freewayparkassociation.org) with FPA Lead Ambassador in the subject line.

We are accepting applicants on a rolling basis until 5pm on May 14, 2021.

Visit [www.FreewayParkAssociation.org](http://www.FreewayParkAssociation.org) for more information and contact us with any questions.