



FREEWAY PARK ASSOCIATION

Freeway Park Lead Summer Ambassador Job Description:

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

FPA seeks to hire a seasonal part-time Lead Park Ambassador from April-October 2019 to serve as an ambassador to Park visitors, oversee day-to-day park activation and two park concierges, facilitate special programs and events and assist our Program Manager and Executive Director in building relationships with our partners. (Schedule varies +/- 30 hours per week. \$18/hour)

Responsibilities:

- Coordinate daily programs and activation in Freeway Park M-F.
- Serve as an on the ground liaison to park activities - including book cart volunteers, buskers, daily program partners and members of the public to ensure a positive park experience for everyone.
- Serve as a concierge to park visitors-- help with directions and other questions as needed.
- Oversee set-up and breakdown of daytime events and activations as well as assist in planning, set-up and breakdown of special events on some evenings and weekends.
- Oversee two part time park concierges.
- Collect data and observations on daily park usership and special events.
- Construct weekly reports containing stats, updates and synopsis of past week events.
- Work with Program Manager to communicate with Seattle Parks Dpt. to report issues, cleanups and other landscape/maintenance problems.
- Assist Program Manager in creative and engaging outreach with surrounding communities ie: user survey, event advertising, newsletter creation, partnership development etc.
- Coordinate with Park Rangers, SPD, private security entities and human service partners to ensure that vulnerable groups present in the parks are addressed 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.
- Assist Executive Director and FPA Board with Community Engagement for an ongoing Capital Improvement Project.
- Other commensurate duties as assigned.

Required Qualifications:

- Interest in community building, urban public space activation and /or landscape architecture/urban design.
- Must be a true "people person," comfortable talking to small groups, individuals, and potential partners.

- 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
- Ability to handle stressful situations, demonstrating diplomacy and tact under pressure.
- Self-motivated, energetic learner and leader with a good sense of humor.
- Strong communication skills, both verbal and written.
- Strong interpersonal skills with the ability and willingness to work as part of a team.
- Knowledge of and comfortability working in Downtown Seattle/First Hill.
- A compassionate equity approach to social services.
- Ability to troubleshoot and maintain company-owned equipment and amenities.
- Willingness to work outside year-round in all-weather conditions for 8 - 10 hour shifts.
- Willingness and ability to lift and move heavy things up to 50lbs and stand for extended periods of time.

Desired Qualifications:

- Experience working in direct social service and trauma informed care.
- Experience with graphic design, Adobe Creative Suite and/or Wordpress.
- Experience in photography or other visual art related pursuits.

+ Send Resumes with Letter of Interest and three Professional References to - riisa@freewayparkassociation.org with Lead Summer Ambassador in the subject line.