



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Tree Census Associate
Civil Service Title: Community Associate
Work Location: Olmsted Center, Queens

Duration: 6 months, June 2025 to December 2025
Salary: \$23.61/hour / 35 Hours per week
Positions: 8

NYC Parks is the steward of over 30,000 acres of land - 14 percent of New York City - including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets.

The Environment and Planning division aims to protect, restore, and expand New York City Parks including green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The division is responsible for planning citywide urban forestry, ecological and horticulture initiatives. Our core values are Champion Urban Nature, Apply Science and Embrace Innovation, Be Respectful and Inclusive, and Advance an Ecological Legacy.

The Forestry team within the Environment and Planning division is responsible for managing over 800,000 individual trees throughout New York City. The agency will be embarking on its 4th tree census in summer 2025 to count and assess each of these trees. This is both an important and fun endeavor to collect critical data while encouraging New Yorkers to literally and figuratively hug their trees.

Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

MAJOR RESPONSIBILITIES

- Under general supervision, work in partnership with fellow community associates to collect data on trees in Park properties across NYC.
- Provide brief trainings to volunteers on data collection processes, including how to use the mobile data collection application and how to identify, measure, and perform a general assessment on trees; assist as needed with troubleshooting, wayfinding and data quality review.
- Coordinate with partner organizations and volunteer groups and assist with scheduling census events.
- With Parks staff, track volunteer usage of hardware and other equipment.
- Assist with organizing, setting up, and breaking down volunteer data collection events.
- Provide support with tracking volunteer events and reviewing data collection status updates.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above

PREFERRED SKILLS/QUALIFICATIONS

1. Interest in forestry and community science.
2. Outgoing in front of a group; able to project vocally to lead volunteer trainings.
3. Able to work a flexible schedule, including nights and weekends.
4. Valid New York State driver license and comfortable driving in New York City.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Fees: Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to a \$101.25 background check fee.

HOW TO APPLY:

Email resume and cover letter to Yvonne So at Yvonne.So@parks.nyc.gov. **Parks & City Employees:** Include your ERN on your cover letter and resume. All candidates please indicate which position you are applying for.

If you have any questions regarding this vacancy or require a reasonable accommodation during the application process, please email Jannelle.McCoy@parks.nyc.gov

POST DATE: 03/27/2025

POST UNTIL: FILLED

References will be required upon request. We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))