

**2018-2019 CITY SERVICE CORPS
MEMBER POSITION DESCRIPTION**
(Service Dates: August 27, 2018-July 5, 2019)

City Agency Host Site Name: NYC Parks, Division of Forestry, Horticulture, and Natural Resources (FHNR)

Position Title: Citywide Trails Corps Member

Location: Baby Queensbridge Park, Long Island City, NY

Schedule: Mon-Fri, 9AM-5PM

of Member Slots in this Position: 1

Agency/Community Need for the specific project on which City Service Corps member is serving:
Quality, well-maintained, accessible parks are critical public assets in our neighborhoods. Engaging communities in park stewardship is a key way in which we ensure our parks are sustainable for future generations.

Mission and Goals for the specific project on which City Service Corps member is serving:
The Forestry, Horticulture, and Natural Resources (FHNR) division of NYC Parks has mapped over 325 miles of trails in natural areas parkland. These hiking trails provide a means for New Yorkers to connect to nature in their public parks, but the majority of these trails are unmarked and difficult to navigate. Some trails are in need of rehabilitation to mitigate erosion and other hazards, and other webs of social trails (called desire lines) are promoting damage to natural resources and should be closed to restore healthy forest.

Member Position Summary:

The City Service Corps member will support the capacity in the trail management program by focusing on the day-to-day work of the project, including data management and quality assurance, cartography, project scoping and coordination, planning and execution of stewardship events, coordination with our non-profit partner the Natural Areas Conservancy, and assisting with the coordinated release of regular data updates.

Detailed Functions of Position:

- Become familiar with the Trails Management Program Citywide GIS database and trail improvement projects and volunteer events by the FHNR division of NYC Parks.



- Collect natural areas trails data using GPS hand units to document improvements needed
- Update spatial database of citywide trails with information from projects and field visits
- Create trails maps of official formal trails for use by the public
- Create maps of unwanted social trails to be closed for Parks staff use
- Scope trail improvement projects
- Coordinate and execute trail improvement project volunteer events
- Plan and execute social trail closure and habitat restoration events

Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities of Member:

- Minimum bachelor's degree
- Microsoft Office (Word, Excel, Outlook) skills/knowledge
- Ability to work independently and as part of a team
- Organizational skills and attention to details
- Interpersonal and communication skills
- Ability to juggle multiple tasks (multi-tasking)
- Familiarity with ArcGIS, including GPS data collection and database measurement
- NYS Drivers' License
- Plant identification skills

* Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.