



Position Description- Seasonal March-November Trails Without Limits Assistant Coordinator

Westchester Parks Foundation engages the public to advocate for and invest in the preservation, conservation, use, and enjoyment of the 18,000 acres of parks, trails, and open spaces within the Westchester County Parks system. Our programs include Bicycle Sundays on the Bronx River Parkway, Camp Morty, Westchester's Winter Wonderland, among others. Our programs and activities focus on enhancing our park system and the experience of the community within them.

Under the supervision of the Program Coordinator, the Assistant Coordinator will assist users with our adaptive hike and bike program, Trails Without Limits. This program allows individuals to explore the trails within Westchester County Parks, participate in Bicycle Sundays, and other cycling activities with the use of our All-Terrain Track chairs and hand cycles, at no cost to the user. The Assistant Coordinator will follow check-in procedures including all liability forms, Track Chair/ hand cycle demonstration, accompany users on their hikes, and serve as the main point of contact on-site.

The ideal candidate is reliable, personable, and has a passion for working one-on-one with individuals from marginalized communities. Some individuals using our program may be living with cerebral palsy, spinal cord injury, amputation, paraplegia, arthritis, cardiac issues, joint replacements, or have other mobility concerns. Candidates must be physically able to assist with transferring individuals into the Track Chairs/ hand cycles. The Track Chairs will be rotating around the county, so reliable transportation is necessary.

Job Responsibilities:

Program Tasks

- Transport equipment to various park locations within Westchester County through the use of our box truck.
- Collect intake and liability forms from Track chair/ hand cycle participants.
- Assist users in/out of Track chairs/ hand cycles and demonstrate how to use the equipment.
- Accompany users on their hikes and cycling activities.
- Administration
- Posts photos/reels on programs Instagram account.

Qualifications:

Professional Experience

- 1+ years of experience in related field.

Organizational Skills

- Excellent verbal/written communication skills.
- Ability to handle a variety of responsibilities simultaneously and to set priorities to complete assignments in an efficient, accurate and timely manner.
- Comfort in working in a team oriented, consensus driven environment.

Personal Qualities

- Positive, professional, and accommodating attitude.
- High level of self-reliance and resourcefulness.
- Ability to work under pressure.

Ability to work flexible hours, including evening and weekend requirements. Must have a valid driver's license. **Current Therapeutic Recreation students are encouraged to apply.**

COMPENSATION

\$20 per hour, up to 10 hours per week which will include weekends and some evening requirements. There are no benefits associated with this position.

To apply, send cover letter and resume to Elyssa Martinez, Director of Programs, Elyssa@thewpf.org, and Joanna French, Program Coordinator, Joanna@thewpf.org. No phone calls, or office visits please.