



Daffodil Distribution Coordinator

New Yorkers for Parks (NY4P) is the independent nonprofit organization championing quality parks and open spaces for all New Yorkers in all neighborhoods. We provide the tools that help communities build better parks for better neighborhoods. For over 100 years, NY4P has advocated for all of New York City's parks, beaches, and playgrounds.

Project and Responsibilities

NY4P's Daffodil Project is the largest annual volunteer effort in NYC history. It is a living memorial to the victims of 9/11 and Covid-19, a celebration of the New Yorkers championing parks equity in their communities, and a catalyst for citywide civic engagement advancing NY4P's call for allocating 1% of the city budget for NYC Parks.

The Daffodil Distribution Coordinator will support the planning and facilitation of the distribution of daffodil bulbs at six bulb distribution sites around New York City and bulb planting events, as well as other related administrative and logistics tasks as needed.

The Daffodil Distribution Coordinator

- Assists in planning Daffodil Project event logistics and with day-of execution of bulb giveaways in each borough, planting events at parks and schools, and working with community, corporate, and government partners
- Maintains Daffodil Project event data in Excel spreadsheets
- Assists with management of the project timeline, tracking participation information, and recording project outcomes
- Assists with transportation of bulbs and supplies to all events
- Maps locations of participant plantings on Google Maps
- Assists in responding to participant inquiries via phone and email
- Carries out other duties as assigned

Role Details & Schedule

This is a seasonal, non-exempt, part-time role which is compensated at the rate of \$25 per hour and which is not eligible for participation in NY4P's employee benefits programs.

This role runs October 1 thru October 21, and will generally work approximately 12 hours per week, including some evening and weekday shifts, in addition to the bulb distribution events listed below. Candidates must be available to work all the following dates:

- Thursday, 10/1 – Van load-in at NY4P HQ in Lower Manhattan (10:00am - 12:00pm)
- Saturday, 10/3 – Prospect Park Plaza West, Brooklyn (8:00am - 2:00pm)
- Sunday, 10/4 – Union Square North Plaza, Manhattan (8:00am - 2:00pm)
- Saturday, 10/10 – 34th Ave Open Street, Queens (8:00am - 2:00pm)
- Sunday, 10/11 – Willowbrook Park, Staten Island (8:00am - 2:00pm)
- Saturday, 10/17 – A. Philip Randolph Square, Harlem (8:00am - 2:00pm)
- Sunday, 10/18 – St. Mary's Park, Bronx (8:00am - 2:00pm)
- Wednesday, 10/21 – Van load-out at NY4P HQ in Lower Manhattan (10:00am - 12:00pm)

Qualifications & Requirements

Candidates should have experience in event planning and/or community outreach or related fields and must be comfortable working with a variety of people and groups, including organization and individual partners, school children and educators, and corporate partners. Candidates must be willing to start the workday early, travel throughout the five boroughs, and get dirty at bulb distributions and planting events.

Strong writing and excellent communication skills are required -- Spanish and/or Chinese language skills preferred. Candidates must be able to lift 30-40 pounds. A valid NYS driver's license, proficiency with the Microsoft Office suite, and horticultural experience are all preferred.

To Apply

Please send a résumé and cover letter in a single PDF document to jobs@ny4p.org. Applications will be reviewed on a rolling basis until the position is filled.

New Yorkers for Parks is an Equal Opportunity Employer and does not discriminate based on age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, New Yorkers for Parks will provide reasonable accommodations for qualified individuals with disabilities.