



## **Miantonomi Park Program Assistant, Job Description - Summer 2018**

The Aquidneck Land Trust's ("ALT") mission is to preserve and steward Aquidneck Island's open space for the lasting benefit of the community while connecting people with the lands that define the island's natural character. ALT has permanently conserved over 2580 acres on the Island on 78 properties through conservation easements across a diversity of land including farmland, parks and recreational fields, watershed lands, wildlife habitat, land with scenic vistas, and cultural landscapes. ALT also holds a variety of outreach events throughout the year to increase awareness of the organization and conservation work needed on the Island. More information about ALT at [www.ailt.org](http://www.ailt.org).

Miantonomi Park is located on Newport's north side and is the largest city owned park in Newport at 30 acres. It includes a large tower on a hill in the park that serves as a World War I Memorial and has outstanding views of Newport. The primary role of the Program Assistant will be to open Miantonomi Memorial Tower to the public Sundays between 11am and 2pm as part of Miantonomi Park Exploration Days. The Program Assistant will also coordinate with other park programming staff from partner organizations such as City of Newport, Newport Health Equity Zone, and the Newport Open Space Partnership as needed.

Please submit a resume and a short statement on why you'd like the position and why you would be a good fit, to Alex Chuman, Stewardship Director, at [achuman@ailt.org](mailto:achuman@ailt.org) preferably as one pdf file, with the email titled "Miantonomi Park Assistant" by May 22nd. Applications will be reviewed as received and interviews will follow shortly after. Aquidneck Land Trust is an Equal Opportunity Employer.

**1. Title:** Miantonomi Park Program Assistant

**2. Duties and Responsibilities:**

- a. Open Miantonomi Tower every Sunday from June 10<sup>th</sup> to September 2<sup>nd</sup>. Tower will be open 11am to 2pm. Park Assistant will need to arrive by 10:30am to set-up signs and an information table, and should plan on leaving by 2:30pm (between 2pm and 2:30pm the Park Assistant will need to clean the area and lock up the tower).
- b. Speak about the history of the park and provide information about the Memorial Tower, the mission of the Aquidneck Land Trust, and upcoming Aquidneck Land Trust and Newport Open Space Partnership events and volunteer opportunities. Training and information will be provided.
- c. Help promote the openings via social media. Report out each week number of attendees.
- d. Plan/Organize park clean-ups throughout the summer before and after tower openings.

**3. Duration:** 4-6 hours a week, depending on event schedule and need for planning/promoting in any individual week. A 4 hour shift every Sunday 10:30am-2:30pm between June 10<sup>th</sup> and September

2nd (totaling 12-13 Sundays) is required. Assistant must be able to work at least 11 of the 13 Sundays.

**Start Date:** We hope to start tower openings June 10<sup>th</sup> and June 17<sup>th</sup> at the latest. Work will be Sundays rain or shine unless there are thunderstorms.

**End Date:** September 2, 2018

**4. Rate:** \$15/hr.