



IMAGE COURTESY OF THE CITY OF SEATTLE AND JAMES CORNER FIELD OPERATIONS

## PARK OPERATIONS COORDINATOR

### About Friends & Waterfront Park

Friends of Waterfront Seattle (Friends) is the nonprofit partner to the City of Seattle, responsible for helping to fund, build, steward, and program the park — today and into the future. In addition to raising \$110M by 2024 to fund park construction, Friends will provide funding and manage the programming and operations of the future Waterfront Park through a joint-delivery partnership with Seattle Parks & Recreation. Park construction has begun following the Viaduct's removal and the first piece of the park — Pier 62 — is now open.

Waterfront Park is situated on the land of the Coast Salish Peoples, who have resided here since time immemorial and continue to thrive. With respect and humility, we acknowledge the history of the waterfront, the dispossession of land from the Coast Salish people and, most importantly, the strength and resilience of Native people and their culture through this history to the present. This acknowledgement serves only as a first step in honoring the land that we occupy and the first peoples of that land. Friends recognizes the work to build and repair relationships with Native communities will be long and evolving.

The construction of Waterfront Park is underway and scheduled to be completed in 2024. Designed to provide green spaces, elevated views, and recreation opportunities, Waterfront Park will be a place where residents and visitors can connect with nature and each other.

Friends of Waterfront Seattle acknowledges that historic and existing systemic racism is embedded in our city. This shows up in our park and public space system. Friends is committed to becoming an anti-racist organization by prioritizing racial equity inside the organization and in the public spaces we operate.

As the nonprofit responsible for sustaining and programming the park in perpetuity, our goal is to create inclusive spaces for community-driven cultural events, recreational activities, and educational opportunities where all people — specifically, Black, Indigenous, and People of Color (BIPOC), as well as underserved communities — feel welcome and safe.

### The Role

The **Park Operations Coordinator** is a key member of the Operations team and works in collaboration with colleagues across the organization to support the planning, implementation, and coordination of activations, amenities, and general operational services for Pier 62. The Park Operations Coordinator will serve as a direct liaison for contractors and daily operational staffing needs, facilitating necessary logistics and planning. Responsibilities will grow as the entire 20 acres of new Waterfront Park public spaces open in 2024, welcoming over 8 million visitors.

Reporting to the Senior Park Operations and Recreation Manager, the **Park Operations Coordinator** will focus on: Pier 62's activations and public amenities, collaborating and communicating with team members

and contractors, ensuring public spaces are well maintained, safe, clean, welcoming, and beautiful, as well as incorporating values of Diversity, Equity, and Inclusion in all facets of this job.

## **Position Responsibilities**

### Diversity, Equity and Inclusion (DEI)

- Contribute to an inclusive workplace culture and adhere to Friends Community Agreements.
- Engage in regular conversations about race and equity through all-staff meetings, trainings, and a DEI book club.
- Seek out and listen to diverse communities and perspectives in regards to park operations and programming.
- Ensure that Waterfront Park is a safe, welcoming, inclusive space with focus on social support and holistic community safety – first step is social service outreach, not enforcement.
- Utilize DEI lens for onboarding contractors.
- Incorporate DEI values assisting with development of Operations standard operating procedures (SOPs).
- Incorporating values of Diversity, Equity, and Inclusion in all facets of this job and when collaborating across teams.

### Park Operations

- Assists the Senior Manager of Park Operations and Recreation in planning, coordinating, supervising, staffing, monitoring, and evaluating activations and amenities for Pier 62.
- Coordinate communications, scheduling, and deliverables for operational service contractors.
- Ensure daily site operations are calendared, communicated, and implemented in a timely and organized manner.
- Maintain the accuracy of the park calendar (Teamup) with event and programming details, scheduled maintenance, staffing, and any other important happenings.
- Support projects in waterfront public spaces, including temporary art installations, busking, vending, event production, and deployment of temporary infrastructure.
- Frequently be onsite to oversee daily operations, greeting contractors, arranging for staffing, and coordinating logistics and communications among the Friends team.
- Be proactive in problem-solving and ensuring positive user experiences at the park.
- Organize and execute park logistics, including event set up and tear down, deliveries and pick-ups.
- Serve on the phone tree of emergency responders; be responsive on weekday evenings and rotating weekends (about half) to address and manage emergencies as needed.
- Coordinate solutions to possible maintenance issues that arise on Pier 62.
- Assist in developing drafts for Park Operations-related standard operating procedures (SOPs) and maintain relevant knowledge related to industry practices and national standards.
- Disseminate program information to interested individuals, groups, and general public; conversing with neighborhoods, community groups, and businesses to plan for seasonal activations and amenities.
- Under the guidance of the Senior Manager of Park Operations and Recreation, demonstrate working practical knowledge of License Agreement / Management Agreement requirements.

### Park Programming and Activation

- Coordinate, design, plan, organize, schedule, and implement daily recreational, educational, and cultural activations and public amenities on Pier 62, maintaining a high level of organization for all details.

- Work with activation contractors to set them up for success including preliminary activation discussions, outlining responsibilities / expectations, developing course descriptions, scheduling, and site layout, onsite greeting, and evaluations for data collection.
- Arrange for adequate staffing for activation needs, including set up, greeting, check in, debrief, data collection, and strike.
- Support Production team with large-scale events and festivals.
- In collaboration with the Production, Programs, and Community Engagement teams, develop and recommend ideas for potential activations, amenities, and vending.
- Coordinate activation and operational services contractors with budgeting in mind, including procuring estimates and maintaining a detailed revenue/expense spreadsheet.
- Recruit, manage, and support different Park Programming contractors.

## **Qualifications**

- Bachelor's degree with a focus in Recreation, Environmental Sciences, Project Management, Physical Education or a related field (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the job functions)
- A commitment to incorporating the practices and ethos of Diversity, Equity, and Inclusion (DEI) into all facets of your work.
- A minimum of 3 years of experience in operations, park programming coordination, and/or project management.
- Knowledge of current Parks and Recreation industry practices is preferred.
- Highly organized and detail oriented; experience managing complex facility calendars is a plus.
- Strong project management skills.
- Schedule flexibility and the ability to be on-call and to work outside of regular business hours, including some evenings and weekends.
- Ability to be an innovative and resourceful problem-solver, eager to take initiative to handle requests and resolve issues quickly with minimal supervision.
- Ability to understand, grow, and utilize a risk management lens for operations and activations.
- Ability to work collegially as a member of a team and help ensure coordinated, integrated, and efficient workflow.
- Deep interest in understanding a range of diverse cultural differences and the ability to work effectively with people from a range of social, ethnic, and cultural backgrounds.

## **Work Environment**

The Park Operations Coordinator role is located in Seattle, WA. While approximately 60% of this position is currently a temporarily remote position, the other 40% will be required to be in-person at Waterfront Park.

## **Compensation and Benefits**

The Park Operations Coordinator is a full-time position. The annual salary range for this position is \$55,000-\$74,000. Vacation, health care and dental coverage, and transit pass are paid by the organization. Ability to participate in defined contribution retirement plan with 3% match by the organization.

## To Apply

In lieu of a traditional cover letter, please submit a one-page document that explains how your professional and personal experiences led you to this moment and prepared you to be successful in this role with Friends. Specifically, please describe your commitment to incorporating the practices and ethos of Diversity, Equity, and Inclusion (DEI) in all facets of your work.

Submit the above document and resume at the link below:

<https://friendsofwaterfrontseattle.bamboohr.com/jobs/view.php?id=34>

If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please note in your submission.

Applications will be accepted until filled.