

Job Title:	Agriculture Resource Center Specialist (Seasonal)	Revision Date:	1/15/26
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Ash Richards
Hourly Rate:	\$20.00	Application deadline:	Open until filled
Position Type	Temporary/Seasonal Employment (RSI); Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our City, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (Parks & Rec) advances the prosperity of the City and the progress of its people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. Parks & Rec promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. Parks & Rec is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, X, Instagram, or Tumblr.

Farm Philly was established in 2014 and is the urban agriculture program of Parks & Rec. The program supports over 50 urban agriculture projects, e.g., community gardens, farms, and orchards, on parkland and is actively involved in food policy and advocacy within the City.

Position Summary

Philadelphia Parks and Recreation has developed and published Philadelphia's Urban Agriculture Plan, *Growing from the Root*, and established early implementation projects to invest in infrastructure that provides necessary resources to growers and residents to increase long-term local food production while bolstering a culture of care-centered interdependence and self-determination across communities in the City.

As part of those early implementation projects, Philadelphia Parks & Recreation's Farm Philly Program is pleased to introduce the Agriculture Resource Center (ARC), a community resource designed to support residents engaged in public stewardship projects within the City. The Agriculture Resource Center stands as a testament to

the principles of sharing and solidarity economies. More than a resource hub, it embodies a commitment to investing in the communities that have stewarded and cared for the land and their neighbors for generations.

The Agriculture Resource Center will have many community engagement components, including (1) a tool lending library, (2) an outdoor classroom, and a community gathering and training space, and (3) community programming related to horticultural techniques, cultural and ancestral agricultural practices, food preservation, land advocacy and policy, and more. The tool lending library provides access to a wide range of tools, equipment, and resources to facilitate community garden and farm projects, fruit and nut orchards, tree plantings, and green stormwater infrastructure initiatives.

We are seeking a dedicated and passionate individual to support the operations and community engagement initiatives of the Agriculture Resource Center. This role will involve supporting the management of a multifaceted center, including cultural and ancestral agricultural practices, food preservation, and land advocacy and policy.

Work Location: Fairmount Park Horticulture Center 100 Horticultural Drive, Philadelphia, PA 19131

Work Hours: 37.5 hours/week, Monday – Saturday, with flexibility and regular evenings for open hours, events, and programs. Specific weekly schedules will be coordinated with the Farm Philly supervisor.

Anticipated Start Date: March 2026 (for 9 months)

Responsibilities

- **Tool Lending Library Operation:**
 - Support the operations of the tool lending library, including inventory management, maintenance, organization and circulation.
 - Provide guidance and support to community members on proper tool usage, maintenance, and safety practices.
- **Program Development and Management:**
 - Support the development and implementation of a diverse range of community programs and workshops (e.g. urban agriculture, horticulture, cultural traditions, food preservation, and land advocacy).
 - Support the coordination with local organizations, experts, and community members to curate engaging and educational events.
 - Evaluate the program with the Farm Philly team to assess effectiveness and make adjustments as needed to meet the evolving needs of the community.
- **Community Engagement:**
 - Support the cultivation of relationship building with community members, local organizations, and stakeholders to foster a sense of belonging and community ownership within the Agriculture Resource Center.
 - Serve as a liaison between the ARC and the public, addressing inquiries, feedback, and concerns in a timely and respectful manner.

Competencies, Knowledge, Skills and Abilities

- Strong organizational and communication skills, with the ability to effectively collaborate with diverse stakeholders.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Open to collaborative decision-making
- Ability to independently problem solve, and seek support when needed
- Be proficient in Microsoft Office Suite and Google Platform
- Ability to work outdoors and under possible adverse conditions (heat, humidity, cold, rain)
- Demonstrated experience in community engagement and event planning.
- Knowledge of urban agriculture, horticultural techniques, and sustainable farming practices.
- Passion for community building, social justice, and environmental sustainability.

Qualifications (Education and Experience)

- High School Diploma or Equivalent
- Valid PA driving license
- Have experience working in diverse communities
- Have a desire to work with students, community members, and volunteers of all ages and abilities
- Be organized and have the ability to work independently
- All city seasonal positions must go through a background check and child abuse clearance process.

Additional Information

- This position does not include health insurance and retirement benefits.
- Successful candidates must be City of Philadelphia residents as a condition of employment.
- Per City of Philadelphia requirements, this position will need to complete the following clearances before beginning work: Child Abuse History Clearance, Request for Criminal Record Check, and FBI Fingerprint Clearance. The Farm Philly team is able to guide you through this process if needed.
- Interested candidates must submit a resume to [\(farmphilly@phila.gov\)](mailto:farmphilly@phila.gov)
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>