



POSITION DESCRIPTION:

Weekend Supervisor

The High Line is a new public open space on a disused, elevated rail structure on the west side of Manhattan. Built between 1929 and 1934 to carry rail freight, the High Line runs from Gansevoort Street to 34th Street. The High Line has been unused for freight transportation since 1980. It is now owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR).

The High Line is managed by Friends of the High Line (FHL)—the City’s non-profit partner in the design, construction, and ongoing maintenance of the park, in collaboration with the Department of Parks & Recreation. Section 1 of the High Line (Gansevoort Street to 20th Street) opened in June of 2009 and construction of the second section is currently underway.

Job Description

Reporting to the Visitor Services Manager, the Weekend Supervisor will serve as point person for staff, volunteers, and High Line personnel during periods of increased visitation on the High Line from Thursdays through Sundays. The primary objective of the Weekend Supervisor will be to support initiatives in crowd control, programming, membership, operations, concessions, and volunteerism through the direct supervision and coordination of all High Line personnel reporting to work on the weekends.

Primary tasks

- Act as point person for High Line staff on the weekends, including High Line Rangers, Greeters, volunteers, weekend membership staff, and interns;
- Assist with scheduling and check-in of weekend staff and volunteers;
- Communicate with the appropriate FHL managers to achieve resolutions to visitor mishaps; fill out and file related incident reports;
- Liaise with Park Enforcement Police (PEP) to ensure high standards of security and park supervision;
- Maintain records of incidents and visitation numbers; present Weekend Report at the end of each weekend, outlining the overall flow of operations and visitation;
- Keep FHL informed of issues related to staffing and the overall visitor experience; make suggestions for improved and innovative ways of addressing issues.

Qualifications

The Weekend Supervisor position requires a minimum of one year experience in a managerial capacity, preferably in a Visitor Services and/or volunteer coordination position. An associate’s or bachelor’s degree is preferred. The successful candidate must demonstrate excellent skills in leadership, communication (both verbal and written), organization, project management and implementation. Candidates must be capable of carrying out a wide array duties while addressing challenges in a crowded public space. Position requires consistent weekend availability, and additional hours may be necessary during peak seasons. The candidate must be able to work as a team member, be able to interact with all

levels of management and staff, and have basic computer skills (Microsoft Word/Excel preferred). Valid US driver's license required.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.