



CAL ANDERSON PARK & COMMUNITY SPACE ACTIVATION MANAGER

About the Park and Community Spaces

Named after Washington State's first openly gay State Legislator, Cal Anderson Park is a civic treasure and the heart of Capitol Hill, Seattle's historic LGBTQIA neighborhood. The Park is one of the most heavily used in the city, home to sports, recreation, community events, a playground, and political action. The AIDS Memorial Pathway also provides a space for remembrance and reflection, while new elements such as the Capitol Hill Station Plaza, the Barbara Bailey Way Festival Street, and the Cathy Hillenbrand Community Room to the north are important resources and significant enhancements to the overall park experience.

About Cal Anderson Park Alliance

Cal Anderson Park Alliance (CAPA) is a group of community stakeholders--representing a variety of Capitol Hill constituencies--who have come together to envision a new community-led stewardship model ensuring a vibrant, clean, activated and welcoming Cal Anderson Park for all. CAPA seeks to foster interconnected collaboration between community groups, neighbors, city departments, and local businesses to provide activation and maintenance rooted in the values of Access, Respect, Wellness, Sustainability, and Creativity.

About the Role

As part of a pilot program, CAPA is hiring an independent contractor to support the activation and use of Cal Anderson Park's amenities and the adjacent community spaces. The contractor will work with community members, the CAPA Board, Seattle Parks and Recreation, and nearby property management to coordinate activities and the use of the park and community spaces. As time permits, the contractor will also report issues with amenities in and around Cal Anderson Park to ensure they are clean and in working order. To the extent possible, this role may support setting out and bringing in newly purchased tables, chairs and umbrellas for Cal Anderson Park and the Capitol Hill Light Rail Station Plaza so that the surrounding area is welcoming to all, ready to support activities, programming and events.

Duties and Responsibilities

The duties shall include, but are not necessarily limited to the following:

- Manage community space use
 - Manage shelterhouse reservations for use
 - Manage community room reservations for use
 - Manage access to shelterhouse and community room
 - Oversee event/activation intake for Seattle Parks & Recreation and plaza ownership
- Promote community spaces for use
 - Oversee listing on SPR/CAPA websites
 - Manage listings across other lines of communication including social media

- Support and promote activation and events
 - Promote activities through social media and web calendaring
 - Actively seek activation opportunities
 - Assist with program and event management as needed
 - Provide event and programming support for public realm events
- Report issues as they arise
 - Monitor and report issues and broken infrastructure through the Find It Fix It app
 - Report issues to the proper authorities
- Communicate and coordinate with stakeholders
 - Attend and participate in monthly CAPA Board meetings
 - Communicate regularly with CAPA Board representatives
 - Communicate and coordinate with property owners (Seattle Parks & Recreation, BentallGreenOak, and Community Roots Housing)
 - Keep accurate records of events, community space use, and other activation
- Manage daily amenities
 - Set-up and break down furniture, games, signage, etc., in public spaces
 - Clean and sanitize furniture or other equipment and supplies as needed
 - Ensure community spaces are clean and ready for the next user

Qualifications

- Have or maintain Independent Contractor Status
- Self-motivated, energetic learner, and leader with a good sense of humor
- Strong communication skills, both verbal and written
- Strong interpersonal skills and ability to work with groups and the public
- Passionate about public space and parks
- Must be able to lift and carry up to 50 pounds
- Able to work outdoors, in all weather, in an urban environment
- Customer service focus; previous experience preferred but not required
- Time management skills and self-discipline to work independently and remain on task without constant supervision
- Access to a laptop and working cell phone

Hours and compensation

Length of contract: June 2024 through January 2025

Hourly rate: \$40 - \$50, depending on experience

Hours required: 20-40 per week

How to apply Send a resume and cover letter to calandersonpark@gmail.com. Priority consideration given to resumes received before May 15.

