



Program Coordinator: “Work It Out! On the Greenway” Job Description

Project Background:

The Mantua Greenway is a resident-driven project that celebrates the community’s history, links to city amenities, promotes healthy activities, and offers opportunities to have fun outdoors. The proposed bike and walking trail will follow Mantua Avenue from 34th Street to the 40th Street Bridge and continue along 40th Street to Fairmount Park.

Inspired by the efforts of Ms. Bessie Washington, who created a memorial garden on her block (35th Street and Mantua Avenue) in honor of her parents, other residents identified the beautification of Mantua Avenue as a priority project in the We Are Mantua! Neighborhood Transformation Plan. In 2012, community members began to come up with ideas and take action to revitalize the blighted avenue. Since then, the Friends of the Mantua Greenway, with support from Mt. Vernon Manor CDC (MVM), have organized clean-ups, collaborated with key partners and supporters, secured funding, and are now well into the process of completing a feasibility study and producing a final design with a construction budget.

“Work It Out! On the Greenway” Description:

“Work It Out! On the Greenway” aims to inspire families, youth, and seniors to incorporate healthy fitness and eating habits into their everyday lives. This program will feature a series of community-led physical fitness activities and nutrition workshops that will take place at the 37th Street and Mantua Avenue Triangle (a large, grassy lot that will become part of the resident-driven Mantua Greenway project). Saturdays this summer will be known as “Work It Out!” days in the neighborhood, when residents can try out fun physical activities outdoors, taught by other residents and community partners. For example, residents might lead walking or biking groups and 16th Police District officers could teach Zumba or aerobics. Each activity will require little or no equipment and will be geared to residents with a range of fitness levels. Morning workouts will be followed by a healthy snack demonstration provided by volunteers from the nearby Mantua Urban Peace Garden.

Funding from the Philadelphia Department of Public Health will allow MVM to contract a part-time Coordinator to manage and implement the program this summer.

Job Description:

The Work It Out! Coordinator will be responsible for:

- Engaging organizational and resident partners to plan and implement the program
- Surveying community members about their fitness and nutrition interests to inform the program design and schedule
- Recruiting, screening, and scheduling physical activity leaders
- Creating and distributing marketing materials



- Providing logistical support for Saturday morning work-outs
- Documenting the program with photos, videos, and brief reports.

The Coordinator will be hired on a part-time (20 hours/week) contractual basis for \$20/hour between **June 18 and October 1** with the possibility of continued employment based on funding availability.

Reporting Responsibility:

The Work It Out! Coordinator will be supported by MVM's Community Development Associate and supervised by the Executive Director.

Qualifications:

- Associate's Degree (B.A. preferred) or at least 2 years of experience with community-based organizations and/or non-profits.
- Professional or personal experience promoting/practicing health, wellness, and physical fitness is preferred.
- Must be able to maintain a flexible schedule, with availability to attend meetings that may occur on evenings and weekends. Must be available on Saturday mornings between June and September.
- Strong information-gathering, documentation, clerical, reporting, and computer skills.
- Must have good interpersonal, written, and oral communication skills.
- Must have ability to act as a representative for MVM and appropriately convey the mission, goals, and objectives of the organization.
- Must be drug-free and maintain current criminal background and child abuse verifications.
- Applicants who live in the Mantua or East Parkside neighborhoods are encouraged to apply.

Interested applicants please submit a cover letter, resume, and contact information for two (2) references to info@mvmcdc.org or Mt. Vernon Manor CDC, 631 N. 39th Street, Philadelphia, PA 19104. Deadline to apply is: Friday, June 8.

Mt. Vernon Manor is an equal opportunity employer.