



Job Description: Seasonal Riverfront Facilities Assistant

About Riverlife:

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$150 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. Riverlife centers its work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at RiverlifePGH.org.

Job Description:

As part of our efforts to activate and celebrate Pittsburgh's riverfronts, Riverlife launched Shore Thing, an outdoor programming platform on the rivers, in summer 2025. Shore Thing provides world-class on-the-water experiences for residents, visitors, and workers. The platform operates seasonally, from May through October, and includes public programming, food and beverage concessions, art exhibits, and other activities. The Seasonal Riverfront Facilities Assistant will help to ensure smooth, efficient, and safe daily operations. This is a seasonal, part-time, non-exempt position working ~20 hours/week during the season and reporting to the Riverfront Facilities Supervisor.

Key Responsibilities and Qualifications include:

- Assist with routine operations on Shore Thing, including:
 - Serving as a primary point of contact for visitors to the platform, ensuring a world-class guest experience. This includes discussing Shore Thing's development and explaining Riverlife's coverage area and ongoing projects. Customer service also involves sharing information about upcoming Shore Thing events and answering basic operational questions such as bathroom access, ordering procedures, and general rules for visitors.
 - Performing regular opening and closing duties and ongoing compliance with safety and security standards and regulations
 - Monitoring and managing occupancy, limiting access and communicating closures as necessary;
 - Ensuring all operations are carried out in accordance with the Operations and Safety Manual;
 - Responding to emergency situations as needed;
 - Supporting special events and programming to ensure high quality guest experience, smooth and safe operations, and assist event producers with load-in, set up, and load-out as necessary;

- o Follow cleaning and maintenance protocols as outlined in the Operations and Safety Manual, including deck scrubbing, cleaning and maintaining Riverlife furniture and equipment, restroom monitoring, plant care, game and toy organization, and supporting aluminum cup recycling;
- o Monitor overall facility conditions and safety and report any issues or concerns.
- Other related duties as assigned.

Preferred Experience & Abilities:

- 2 or more years of professional experience in event support, facilities services, customer service, and/or food service roles.
- First aid and CPR certifications a plus.
- Venue and event security experience a plus.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Positive and professional attitude; strong work ethic.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Ability to work evening and weekend hours.
- Ability to lift up to 50 pounds and spend significant time on feet, setting up and breaking down supplies and equipment and moving them in and out of storage.

Compensation Details:

This is a seasonal, part-time, non-exempt position reporting to the Riverfront Facilities Supervisor.. The hourly rate is \$21.00/hour for an anticipated 20 hours / week (including evenings and weekends) during the season.

How to apply:

Please email a letter of interest and current resume to jobs@riverlifepgh.org. . Applications will be accepted on a rolling basis until the position is filled.

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.