

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Posting № 007377**

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: POP Education Analyst

Level: I
Salary: \$36,000 - \$42,000
Work Location: Arsenal West, Manhattan
Number of Positions: 1

Currently over 3,000 of New York City's public assistance recipients gain work experience at New York City parks, playgrounds and recreation centers. The agency's Parks Opportunity Program (POP) sites, located throughout the five boroughs at Park facilities, strive to provide POP and Work Experience Program (WEP) participants with the necessary skills and coaching to re-enter the work force, while at the same time meeting the needs of businesses throughout New York.

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent judgment, oversee the research and creation of new education and skills training opportunities for participants, as well as existing partnerships with the Department of Education, CUNY, and private training providers.
- Innovate and implement education and skills training opportunities for POP participants.
- Conduct education and training assessments.
- Manage and assist with education and training projects including creating, implementing and monitoring GED, ESL, ABE, computer classes and various workshops.
- Conduct case management and assist with employment services.
- Monitor tracking and results and outcomes of each trainee.
- Work intensively with job developers to provide employment opportunities to clients who earn credentials through training.
- Oversee research and processing of ITA (Individual Training Account) vouchers.
- Assist with reporting program data to the Human Resources Administration.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above.
2. Education and/or experience which is equivalent to "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. A Bachelor's degree or equivalent; Master's a plus.
2. Experience working with welfare-to-work and diverse populations.
3. Excellent communication, supervisory and administrative skills.
4. Valid New York State driver license.

To apply, submit cover letter & resume with JVN # to:

David Terhune, Director of Personnel
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN# 846-10-007377
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V**

POST DATE: 03/05/10

POST UNTIL: 03/26/10*

JVN: 846/10/ 007377

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 03/26/10. Previous applicants to this vacancy do not need to reapply.