

**City of New York  
Parks & Recreation**

Civil Service Title: Recreation Supervisor  
Title Code No: 60440  
Office Title: Center Manager

**Citywide Job Vacancy Notice  
Posting № 96282**

Level: NA  
Salary: \$62,000  
Work Location: TBD  
Number of Positions: 5

**MAJOR RESPONSIBILITIES**

- Manage and oversee the operation and maintenance of a recreation center.
- Develop and administer recreation programs.
- Oversee center inspections, evaluate repair needs and take appropriate action to maintain facility.
- Supervise, evaluate and provide dynamic leadership to a diverse staff.
- Manage the development and implementation of center's revenue plan.
- Coordinate membership drives and account for all revenue generated through membership and programs.
- Develop and institute grant funded programs. Ensure that all center funds are accurately tracked.
- Work closely with all organizations and individuals contracted to provide services to the center; maintain records of services rendered.
- Serve as liaison with community board, local organizations and schools.
- Provide Borough Chief of Recreation with needs analyses and budget justifications.
- Coordinate center safety protocols; manage the proper deployment and training of all CPR and AED certified staff as well as the proper maintenance of related safety equipment.
- Conduct weekly staff meetings and seasonal training seminars.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college, and two years of satisfactory, full-time experience in recreation leadership; or
2. Education and/or experience 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. Bachelor's degree.
2. Excellent management, administrative and communication skills.
3. Two (2) years experience planning, supervising and implementing recreation programs.
4. Proficiency in Microsoft Word, Excel and PowerPoint.
5. Ability to program and schedule an indoor pool facility.
6. Valid New York State driver license.
7. Bilingual.
8. Available to work evenings and weekends as needed.

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

Personnel - Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-12-96282  
Notice to Parks employees – 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  
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 02/10/12	POST UNTIL: 03/02/12*	JVN: 846/12/96282
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NOTE: All resumes must be received no later than the last day of the posting period. \*Posting period extended to 03/02/12. Previous applicants to this vacancy do not need to reapply.