

Civil Service Title: Recreation Specialist  
Title Code No: 06070  
Office Title: Recreation Specialist

Level: NA  
New Hire Rate: \$33, 270  
Incumbent Rate: \$38, 257  
Work Location: Brooklyn  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under supervision, conducts workshops, sports and specialized programs in recreational activities for Brooklyn Recreation.
- Instruct participants in basic fitness skills and proper techniques with regards to all fitness equipment.
- Promote and organize future recreational programs in the community.
- Maintain equipment and fitness areas on a daily basis, including inventory of necessary materials and supplies. Inspect play areas and reports evidences of unsafe or hazardous conditions.
- Evaluate recreational programs; keep accurate records and written reports.
- Supervise, develop and implement Summer Camp curriculum and meet all Department of Health (DOH) criteria.
- Instruct participants in basic skills and techniques of an art media, sports activity or related school activity.

**QUALIFICATION REQUIREMENTS**

1. Three years of participation in an art, craft or other recreational pursuit as a teacher, performer, coach , official, contestant or demonstrator, including at least one year of experience in that art, craft or recreational pursuit to be performed on the job, as described below; or
2. Major study in that art, craft or recreational pursuit to be performed on the job, as described below, acquired in a high school, college or other appropriate institution over at least a three year period; or
3. A satisfactory equivalent combination of education and experience as described 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. Associate’s or Bachelor’s degree.
2. Experience in coaching, arts and crafts.
3. Excellent communication and organizational skills.
4. Proficiency in computer software including Microsoft Word, Excel and PowerPoint.
5. Valid New York State driver license.
6. Ability to work a flexible schedule.

**To apply, please submit cover letter & resume with JVN # to:**  
Paul Fontana, Chief of Staff to the Assistant Commissioner for Public Programs  
City of New York/Parks & Recreation  
Email: McCarrenRSPEC@parks.nyc.gov  
Attention: JVN# 846-12-EL248  
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: 04/27/12*	JVN: 846/12/EL248
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NOTE: All resumes must be received no later than the last day of the posting period. \*Posting period extended to 04/27/12. Previous applicants to this vacancy do not need to reapply.