

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 223436**

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: Community Associate

Level: NA
Salary: \$40,000 - \$45,000
Work Location: Queens
Number of Positions: 1

The Flushing Meadows Corona Park Aquatic Center features an Olympic-sized pool and NHL-regulation ice rink. It is the first of its kind in the city and includes ADA-accessible features. At 110,000 square feet, it is the largest recreation facility ever built in a city park.

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, provide and improve community services by performing liaison functions and improving communications with customers.
- Greet visitors and direct them to appropriate staff.
- Answer phones and respond to questions in a timely manner.
- Perform administrative duties, data entry and track and maintain records and files.
- Address inquiries and provide general information about the facility.
- Register customers for aquatic programming.

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; or
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. At least two years of experience providing quality customer service.
2. Excellent interpersonal skills, both on the phone and in person.
3. Proficiency in Microsoft Access, Excel and Word.
4. Knowledge of RecWare a plus.
5. Strong organizational skills.
6. Ability to handle light paperwork.
7. Bilingual English/Mandarin.
8. Ability to work a flexible schedule including early mornings, evenings and weekends.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 223436**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 223436**

**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
www.nyc.gov/parks**

POST DATE: 11/20/15	POST UNTIL: 12/11/15	Job ID#: 223436
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NOTE: All resumes must be received no later than the last day of the posting period.