

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 230841**

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

Level: NA
New Hire Rate: \$35,645
Incumbent Rate: \$40,997
Work Location: TBD
Number of Positions: 2

The New York City Department of Parks & Recreation (NYC Parks) serves as the steward for over 29,000 acres of land, which includes 1,000 playgrounds, 35 recreation centers, 66 pools and 14 miles of beach. Our primary responsibility is to build and maintain clean, safe and accessible parks, and to create cultural and educational programs for New Yorkers of all ages to enjoy. The mission of the Recreation division is to enable all New Yorkers to lead physically active lives through sports, fitness and outdoor adventure. Recreation programs include specialized exercise classes, youth sports, senior activities, summer camps and free after school programs. Recreation programming occurs throughout the City in NYC Parks recreation centers, parks and playgrounds.

MAJOR RESPONSIBILITIES

- Under supervision, conduct dynamic and innovative workshops, sports and specialized programs in recreational activities for the Recreation division.
- Develop and facilitate programming to engage New Yorkers in sports, fitness and outdoor adventure.
- Instruct participants in basic fitness skills, including proper fitness equipment use, basic safety precautions and the health benefits of regular exercise.
- Lead fitness classes and facilitate sports programs for New Yorkers of all ages.
- Maintain equipment and fitness areas on a daily basis, including inventory of necessary materials and supplies. Inspect play areas and report evidence of unsafe or hazardous conditions.
- Design and establish program content, curricula and objectives. Coordinate, execute and evaluate recreational programs.
- Establish program objectives, evaluate recreational programs and design cutting-edge curricula.
- Supervise, develop and implement afterschool, teen and summer camp curricula that meet all Department of Health (DOH) criteria.
- Promote NYC Parks Recreation Center memberships and assist in events and special projects.

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. However, all candidates must have at least one year of experience or education in that art, craft or recreational pursuit to be performed on the job as described below.

Job assignments are limited to the following recreational activities: woodworking, weight lifting, tennis, aquatics, soccer, fencing, golf, gymnastics, ham radio, horseback riding, hockey, figure skating, martial arts, music, nature study, art, photography, dramatics, dance-roller skating, small crafts, sewing, astronomy, auto mechanics, baton twirling, bridge, chess, modern dance, dog obedience, puppetry, boxing and storytelling.

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 or Masters degree in physiology, recreation or a sports related field.
2. Experience recruiting, instructing and coaching sports, including girls' women's and nontraditional sports.
3. Experience with fine arts, performing arts and decorative arts.
4. Excellent communication, organizational and customer service skills.
5. Proficiency in computer software including Microsoft Word, Excel and PowerPoint.
6. Valid New York State driver license.
7. Able to work in any of the five boroughs and work weekends and non-traditional hours.
8. Fluency in Spanish, Korean, Mandarin/Cantonese or Polish.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 230841**

Include your ERN on all correspondence

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 230841**

**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: 02/05/16

POST UNTIL: 02/26/16

Job ID#: 230841

NOTE: All resumes must be received no later than the last day of the posting period.