



NYC Parks

# CITY OF NEW YORK PARKS & RECREATION SEASONAL JOB VACANCY NOTICE

**Office Title:** Kids in Motion City Seasonal Aide  
**Civil Service Title:** City Seasonal Aide  
**Work Location:** Citywide

**Duration:** Varies, 2 to 6 Months  
**Starting:** April to July 2024, Ending: September to October 2024  
**Salary:** \$18/hour  
**Positions:** TBD

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals.

Kids in Motion staff (City Seasonal Aides) lead four to seven hours of free activities for children per day, including organized sports, games, fitness demos, guided walks, board games, water games and more!

Public Programs, a division of NYC Parks will operate the Kids in Motion program at an estimated 100 locations. Start dates will vary by borough but will primarily focus on July and August 2024.

You can indicate your preferred length of employment, April to October, July to September or July to October, upon interview.

## MAJOR RESPONSIBILITIES

- Organize group or team games, tournaments, multi-game events and other formal competitive activities.
- Distribute, collect, and perform minor repair and adjustments to athletic equipment and play materials.
- Ensure proper health and safety standards of playground; inspect play areas and report evidence of unsafe or hazardous conditions. Cordon off or remove hazardous equipment. Write work orders for repairs.
- Maintain the health and safety of children under your supervision.
- Document and report accurate records of attendance, incidents, and injuries.
- Uphold discipline and prevent disturbances within the recreational area.
- Conduct community outreach to increase participation in recreational programming and special holiday events.
- Applicants must be able to work both independently and in groups.

## QUALIFICATION REQUIREMENTS

While there are no formal education or experience requirements, certain programs may require such standards. Good physical condition is required for certain programs.

## PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication and organizational skills; creative, outgoing, and confident in front of crowds.
2. Experience in coaching, teaching art or fitness, or tutoring.
3. Valid New York State driver license.

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 within 90 days of hire for all other candidates.

**Fees:** Hired candidates will be subject to a processing fee of \$40.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

**HOW TO APPLY:** Please submit cover letter & resume to one the following boroughs. Note: Parks applicants – include your ERN on all correspondence.

**Bronx:** [Melissa.James@parks.nyc.gov](mailto:Melissa.James@parks.nyc.gov)

**Brooklyn:** [Rebecca.Williamson@parks.nyc.gov](mailto:Rebecca.Williamson@parks.nyc.gov)

**Manhattan:** [Sandy.Requeno@parks.nyc.gov](mailto:Sandy.Requeno@parks.nyc.gov)

**Queens:** [Sasha.Edwards@parks.nyc.gov](mailto:Sasha.Edwards@parks.nyc.gov)

**Staten Island:** [Richard.Costello@parks.nyc.gov](mailto:Richard.Costello@parks.nyc.gov)

If you have a question or need a reasonable accomodation, contact the borough you applied to/or are interested in working in.

**POST DATE: 12/13/2023**

**POST UNTIL: FILLED**

nyc.gov/parks  
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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115