



NYC Parks

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

**Office Title:** Mobile Unit Recreation Specialist  
**Civil Service Title:** Recreation Specialist  
**Work Location:** Citywide

**Duration:** 6 Months, Starting April 2024  
**Salary:** \$23.66/hour  
**Positions:** 7

NYC Parks is the steward of nearly 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. The Mobile Recreation Vans travel citywide providing equipment and instructional activities.

A visit from a Play or Fitness Mobile highlights any event, especially when a group might not have access to a Park or Recreational facility nearby. Mobile Units visit church family days, community block parties, health fairs & summer camp celebrations. They also enhance Parks –sponsored programs like Summer Festivals, Adventures NYC, and the Playground Associate Programs. The Mobile Recreation Vans travel citywide providing equipment and instructional activities from community events, which include arts & crafts and sport & fitness activities.

**MAJOR RESPONSIBILITIES**

- Under supervision, with latitude for independent initiative and judgment, staff a mobile unit.
- Plan and organize day-to-day operations of the Mobile Unit Program.
- Provide instruction and leadership in a variety of activities including sports, fitness, in-line skating, table games, playground games and arts & crafts at various locations throughout the five boroughs.
- Drive Parks' mobile unit van with supplies to and from garage to various locations within the five Boroughs.
- Work closely with Recreation staff to ensure that programs are professionally implemented.
- Provide a safe and enjoyable environment for all participants and opportunity for equal participation among children.
- Maintain accurate records.
- Responsible for the custody and maintenance of the Mobile Unit vehicle and for reporting all needed repairs to the Citywide Coordinator. Ensure vehicle is neat and organized. Track and maintain inventory of equipment and submit weekly reports to Citywide Coordinator.

**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 other 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.

**PREFERRED SKILLS/QUALIFICATIONS**

- A four-year high school diploma or its educational equivalent.
- Experience working with children.
- Supervisory experience.
- Valid NYS Driver's license with driving knowledge of New York City.
- Available to work a flexible schedule including nights and weekends.

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 send your resume and cover letter to one of the boroughs listed below:

**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**

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN INCLUSIVE EQUAL OPPORTUNITY EMPLOYER COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115