



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Timing Coordinator
Civil Service Title: Community Coordinator
Work Location: Ocean Breeze Park, Staten Island

Duration: October 2024 to March 31, 2025
Salary: \$38.33 per hour/35 hours per week
Number of Positions: 2

NYC Parks is the steward of more than 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.

Ocean Breeze Park, in Staten Island, has a 2,500-seat athletic complex that boasts a state-of-the-art indoor track and field amenity, exercise rooms and a food concession. The facility is a premier destination for athletic events, drawing competitors from around the region. Future capital plans include various sport fields and a cross-country running course.

Perks: seasonal employees earn sick and annual leave. All employees receive free membership to our recreation centers.

MAJOR RESPONSIBILITIES

- Under supervision of the Administrator for Ocean Breeze, perform functions related to event management regarding timing event system, equipment, computer networking, and software while maintaining event databases at Ocean Breeze, including facilitating the timing of indoor track meets.
- Assist management in establishing membership and meet attendance goals.
- Develop and implement meets and recreation programming, including fitness, afterschool, or arts & culture programs for all age groups.
- Preserve the condition of the facility ensuring that established health and safety standards are met.
- Participate in departmental training and conduct training seminars.
- Organize and promote special events.
- Prepare reports and presentations for management.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor's degree.
2. Strong writing and computer knowledge.
3. Available to work weekends and evenings as needed.
4. Valid New York State driver license.
5. Knowledge of computer networking and HTML coding
6. Proficient in Lynx System software, Hy-tek, Meet Pro, and various entry systems .
7. Ability to update websites and social media.

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 within 90 days of hire.

Fees: Hired candidates will be subject to a processing fee of \$85.00. Hired candidates who are not currently employed by the City will be subject to an \$102.50. background check fee.

HOW TO APPLY: Please submit a cover letter and resume.

For more information and to apply email resume and cover letter to: Oceanbreeze@parks.nyc.gov

Parks & City Employees: Include your ERN on your cover letter and resume. All candidates please indicate which position you are applying for.

POST DATE: 08/16/2024

POST UNTIL: FILLED

References will be required upon request. Only candidates selected for an interview will be contacted.

nyc.gov/parks

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

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))