



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Wildlife Area Coordinator
Civil Service Title: Community Coordinator
Work Location: Rockaway Beach, Queens

Duration: 6 months, starting March 2025
Salary: \$33.33 per hour/35 hours per week
Positions: 1

As the steward of over 30,000 acres of land — 14 percent of New York City — NYC Parks builds and maintains clean, safe, and accessible parks citywide and programs these parks with recreational activities for people for all ages. Through this work, Parks & Recreation improves peoples' lives, providing outlets for creative expression, opportunities for healthy recreation, and exposure to the restorative beauty of the natural world.

MAJOR RESPONSIBILITIES

The Rockaway Beach Endangered Species Nesting Area is a section of beach approximately 1 mile long (20 city blocks) and about 1 block wide. The site is home to piping plovers, least and common terns, American oystercatchers, black skimmers, as well as other migratory birds that use the site as a safe haven. NYC Parks is mandated by federal (Endangered Species Act) and state law to provide protection for the piping plover, a New York State Endangered and Federally Threatened species.

Under the supervision and direction of the NYC Parks' Wildlife Unit, the Wildlife Area Coordinator will work at the Rockaway Beach Endangered Species Nesting Area (RBESNA) to assist with the deployment of seasonal staff and interns, gather data, perform data entry, report writing and other administrative tasks. Additional responsibilities include monitoring and protecting endangered species, community outreach and the installation and maintenance of symbolic fencing to protect nesting areas. Under supervision, the Wildlife Area Coordinator will work weekends and some holidays during the season.

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 or current student in the field of Biology, Conservation, Environmental Education or related field.
2. Prior supervisory experience.
3. Strong writing and communication skills.
4. Experience with MS Office Suite and data collection and processing.
5. Ability to juggle and prioritize multiple tasks and meet deadlines.
6. Wildlife monitoring experience.
7. Ability to work outdoors for long periods of time.
8. Ability to plan and lead public educational programs.
9. 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 \$85.00. Hired candidates who are not currently employed by the City will be subject to a \$102.25 background check fee.

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

HOW TO APPLY

For more information and to apply, email resume and cover letter to Alexis Pristina, Wildlife Program Coordinator at Wildlifeunit@parks.nyc.gov, or mail to NYC Parks Wildlife Unit, 1234 Fifth Avenue – 5th floor, New York, NY 10029, Fax: 212-360-2794. [Learn more at www.nyc.gov/parks](http://www.nyc.gov/parks).

Please indicate which position you are applying to. City Employees Include your ERN on your cover letter and resume.

POST DATE: 12/12/2024

POST UNTIL: FILLED

We appreciate the interest of all applicants; only candidates selected for an interview will be contacted.

If you have questions about the position or need a reasonable accommodation, contact Wildlifeunit@parks.nyc.gov.

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://www.nyc.gov/civil-service)