



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 632351

Office Title: Recreation Director

Civil Service Title: Recreation Director **Title Code No:** 60430 **Level:** NA

Salary: \$45,523 - \$52,351

Number of Positions: 8

Work Location: TBD

The mission of Recreation is to enable all New Yorkers to lead physically active and intellectually stimulating lives through sports, fitness, outdoor adventure, technology, education, and the arts. 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, with some latitude for independent action or decision, is responsible for recreational activities at a recreation center.
- Plan, supervise and promote recreational programs of an assigned area in accordance with the needs and interests of children, teens, adults and seniors.
- Develop and facilitate programming to engage New Yorkers in sports, fitness and outdoor adventure.
- Instruct participants in basic fitness skills including proper equipment use, basic safety precautions and the health benefits of regular exercise.
- Lead group fitness 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 public areas and report evidence of unsafe or hazardous conditions.
- 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 criteria.
- Promote NYC Parks Recreation Center memberships and assist in events and special projects.
- Provide excellent customer service.
- Collect and submit accurate data, forms, and reports to meet internal deadlines.
- May supervise staff in absence of supervisor.

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in recreation, physical education, dance, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, and applied arts (including therapy); or
2. A baccalaureate degree from an accredited college plus one year of full-time paid experience in planning, coordinating and supervising recreation programs; or
3. A four-year high school diploma or its educational equivalent and a combination of education and experience that is equivalent to five years of experience required in "2" above. College education leading to a degree may be substituted for the required experience on the basis of 30 credits for one year of experience. However, all candidates must have at least one year of experience or 24 credits in recreation, physical education, dance, fine arts, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, fine arts and applied arts (including therapy).

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.

Preferred Skills/Qualifications

Preference will be given to applicants who are current permanent Recreation Directors or who filed for and will take and pass the Recreation Director Civil Service Examination (Exam No. 4085). The filing period started on April 3, 2024 and ended on April 23, 2024.

1. Bachelor's degree.
2. Experience with coaching sports such as track & field, cross country and team sports.
3. Background in developing fitness and training programs and curriculum for athletes of all skill levels.
4. Experience with event management.
5. Familiarity with Microsoft Word and Excel.
6. Excellent organizational and communication skills.
7. Ability to work afternoons, evenings and weekends.
8. Valid New York State driver license.

How to Apply

All Applicants:

Click here to apply: [Recreation Director](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 632351.

***Current City Employees please include your ERN and Job ID# 632351 on your cover letter and resume.**

POST DATE: 05/17/2024

POST UNTIL: FILLED*

NOTE: *Posting period extended until filled. Previous applicants are still under consideration and need not reapply. References will be required upon request.

nyc.gov/parks

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