



CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 634335**

**Office Title:** Recreation Specialist

**Civil Service Title:** Recreation Specialist

**Salary:** New Hire Rate: \$23.66/hour

**Number of Positions:** TBD

**Title Code No:** 06070 **Level:** NA

**Incumbent Rate:** \$27.21/hour

**Work Location:** TBD

NYC Parks serves as the steward for over 30,000 acres of land, which includes 1,000 playgrounds, 36 recreation centers, 66 pools and 14 miles of beach. Our primary responsibility is to build and maintain clean, safe and accessible parks, and to create cultural and educational programs for New Yorkers of all ages to enjoy. 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, conduct dynamic and innovative workshops, sports and specialized recreational programs for the Recreation division.
- Develop and facilitate programming to engage New Yorkers in sports, fitness and outdoor adventures.
- Lead and coach youth programming, work mobile unit programs and other special events.
- Instruct participants in basic fitness skills, including proper fitness equipment use, basic safety precautions and the health benefits of regular exercise.
- Lead fitness classes, practice sessions and facilitate sports programs for New Yorkers of all ages.
- Maintain equipment and fitness areas daily, including keeping an inventory of necessary materials and supplies. Inspect public spaces 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 (DOH) criteria.
- Promote NYC Parks Recreation Center memberships and assist in events and special projects.
- Collect and submit accurate data, forms, and reports to meet internal deadlines.

### **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.

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 is required within 90 days of hire for all other candidates.

### **Preferred Skills/Qualifications**

1. Bachelor's or master's degree in physiology, recreation or a sports related field.
2. Experience recruiting, instructing and coaching sports, including girls', women's and nontraditional sports.
3. Experience with fine arts, performing arts and decorative arts.
4. Excellent communication, organizational and customer service skills.
5. Proficiency in computer software including Microsoft Word, Excel and PowerPoint.
6. Valid New York State driver license.
7. Able to work weekends and non-traditional hours.
8. Fluency in Spanish, Korean, Mandarin/Cantonese or Polish.

### **How to Apply**

**All Applicants:**

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

**Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 634335.**

**All applicants must apply via [cityjobs.nyc.gov](http://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# 634335 on your cover letter and resume.**

**POST DATE: 05/10/2024**

**POST UNTIL: FILLED**

**NOTE: Posting period extended, previous applicants are still under consideration and do not need to reapply.**

[nyc.gov/parks](http://nyc.gov/parks)

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