



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 700478

**Office Title:** Recreation Specialist

**Civil Service Title:** Recreation Specialist

**Salary:** New Hire Rate: \$44,524

**Number of Positions:** 20

**Title Code No:** 06070

**Incumbent Rate:** \$51,211

**Level:** NA

**Work Location:** Shirley Chisholm Recreation Center, Brooklyn

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 afterschool programs. Recreation programming occurs throughout the City in NYC Parks recreation centers, parks and playgrounds.

The Shirley Chisholm Recreation Center, in East Flatbush, will be an almost 70,000-square-foot facility with an indoor competition pool, gymnasium, teaching kitchen, cardio and strength rooms, dance studio, media lab and programming spaces. This Recreation Center will provide the community with a wide variety of sports, fitness, arts and educational programs for all ages and abilities.

### 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 adventure.
- 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 on a daily basis, 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. 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 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.

Job assignments are limited to the following recreational activities: woodworking, weightlifting, tennis, aquatics, soccer, fencing, golf, gymnastics, ham radio, horseback riding, hockey, figure skating, martial arts, music, nature study, art, photography, dramatics, dance-roller skating, small crafts, sewing, astronomy, auto mechanics, baton twirling, bridge, chess, modern dance, dog obedience, puppetry, boxing and storytelling.

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 non-traditional 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. CPR and AED certified.
7. Valid New York State driver license.
8. Able to work weekends and non-traditional hours.
9. 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# 700478.

**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# 700478 on your cover letter and resume.**

**POST DATE: 01/31/2025**

**POST UNTIL: FILLED**

**NOTE: References will be required upon request.**

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