



NYC Parks

## CITY OF NEW YORK PARKS & RECREATION SEASONAL JOB VACANCY NOTICE

**Office Title:** Seasonal Citytime Coordinator  
**Civil Service Title:** Community Coordinator  
**Work Location:** Arsenal West, Manhattan

**Duration:** March 2025 to October 2025 - 7 months  
**Salary:** \$33.33 per hour/35 hours per week  
**Positions:** 8

NYC Parks is the steward of nearly 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 seek qualified candidates to work for 7 months, from March 2025 to October 2025, and provide essential coordination with our Citytime division. These are temporary, seasonal positions. Candidates hired for these positions will work Monday to Friday, during regular operation hours.

Perks – Seasonal employees who work for 6 months or longer are eligible for healthcare benefits. All seasonal employees earn sick and annual leave. All employees receive free membership to our recreation centers.

### Major Responsibilities

- Under general direction, with some latitude for independent initiative and judgment coordinate with assigned division.
- Review weekly timecards, entering and checking time and leave data in the City Time System.
- Check, enter and approve pay and leave events.
- Create and assign employee schedules in Citytime.
- Sort and distribution employee paychecks.
- Answer employee calls/emails and timely resolve any pay and leave discrepancies.
- Track and follow up with Boroughs/divisions to ensure all timecards are submitted on time.
- Maintain filing system for active and inactive employees.
- Perform all related duties and serve as back-up to the other Citytime Coordinators.

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

### Preferred Skills/Qualifications

1. Advanced analytical and organizational skills.
2. Proficiency in Microsoft Access, Excel and Word.
3. Excellent interpersonal and communication skills.

**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 \$102.50 background check fee.

### How To Apply

#### All Applicants

Click here: [Seasonal Citytime Coordinator](#) OR

Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID#. 697037

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

**POST DATE: 01/09/2025**

**POST UNTIL: 01/30/2025**

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

[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 \(nyc.gov\)](#)