

Civil Service Title: Playground Associate
Title Code No: 06664
Office Title: Playground Associate

Level: NA
New Hire Rate: \$27, 222
Incumbent Rate: \$31,315
Work Location: Brooklyn
Number of Positions: 5

MAJOR RESPONSIBILITIES

- Organize group or team games, tournaments, multi-game events and other formal competitive activities.
- Distribute, collect and perform minor repair and adjustments to athletic equipment and play materials.
- Ensure proper health and safety standards of playground by removing broken glass, litter or other hazardous materials.
- Inspect play areas and reports evidences of unsafe or hazardous conditions. Cordon off or remove hazardous equipment. Write work orders for repairs.
- Organize the community by attending meetings and assemble volunteers to assist in recreational programming, including teen programs, holiday events and upkeep of the playground and facilities.
- Uphold discipline and prevent disturbances within the recreational area.
- Accurately record and track memberships, enrollments, attendance and facility permits for membership office.
- Coordinate mailing lists, fliers and correspondence for the special events division.
- Maintain accurate records.

QUALIFICATION REQUIREMENTS

1. A four year high school diploma or its educational equivalent, and either:
 - a) Two summer seasons, or six months, of experience as an instructor, counselor, or coach in an organized recreational program; or
 - b) Completion of sixty credits toward a baccalaureate degree in an accredited colleges; or
2. Education and/or experience equivalent to “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 for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication and organizational skills.
2. Experience coaching, sports and fitness.
3. Valid New York State driver license.

To apply, please submit cover letter & resume with JVN # to:
Paul Fontana, Chief of Staff to the Assistant Commissioner for Public Programs
City of New York/Parks & Recreation
Email: McCarrenPA@parks.nyc.gov
Attention: JVN# 846-12-EL245
Notice to Parks employees – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 02/10/12	POST UNTIL: 04/27/12*	JVN: 846/12/EL245
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NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 04/27/12. Previous applicants to this vacancy do not need to reapply.