

This is an Expense funded position.

Civil Service Title: Community Coordinator
Title Code No: 56058
Office Title: Recreation Communications and Program Analysis Manager

Level: NA
Salary: \$50,000 - \$60,000
Work Location: Arsenal North, Manhattan
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, perform difficult and responsible work for the Recreation division.
- Manage all correspondence for Recreation and Aquatics, track letters, emails and 311 calls, investigate complaints and draft responses.
- In cooperation with Parks' Press and New Media offices, strategically manage all external messaging and online content for the Recreation division and BeFitNYC including, but not limited to: media advisories, social media, newsletters, event listings, e-blasts and the use of photos, graphics and video.
- Work closely with the Assistant Commissioner for Public Programs to create Recreation policy, standardize best practices, improve procedures, enforce rules and regulations and establish protocol for facilities and programs.
- Use RecWare and other programs to create and implement metrics, better manage program registration, and improve methods of data collection. Design innovative ways to collect, vet and use program information internally. Spearhead efforts to increase recreation center membership.
- Work closely with the Chief of Programming and Strategic Management for Recreation on all online program registration. Create business practices that are consistent and align with the Agency's technological capabilities and budget procedures.
- Research opportunities for additional grant funding for Recreation, Aquatics and Urban Park Ranger programs. Manage budgeting, reporting and implementation of grant funded programs.
- Oversee all automated external defibrillator (AED) compliance for Recreation citywide.
- Conduct satisfaction/quality assurance audits through site visits and surveys.

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 for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Strong customer service skills.
2. Excellent communication, writing and organizational skills.
3. Experience analyzing data and creating metrics.
4. Proficiency in Microsoft Access, Excel and Word and RecWare.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 112703**

For all other applicants:

- 1) Go to www.nyc.gov/careers
- 2) Click Job Search
- 3) Under External Applicants, click [External Applicant NYC Careers site](#)
- 4) Search for **Job ID# 112703**

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AND
THE CITY OF NEW YORK / PARKS &
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Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 10/19/12	POST UNTIL: 11/09/12	Job ID: 846/13/112703
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NOTE: All resumes must be received no later than the last day of the posting period.