

Civil Service Title: Community Coordinator

Level: NA

Title Code No: 56058

Salary: \$50,000 - \$60,000

Office Title: Deputy Director of Flushing Meadows Corona Park Aquatic Center

Work Location: Queens

Number of Positions: 2

**MAJOR RESPONSIBILITIES**

- Under supervision of the Director of Operations, with varying degrees of latitude for the exercise of independent judgment, assist with the coordination of daily operations and analysis of programming of Flushing Meadows Corona Park Aquatic Center.
- Train, coordinate and supervise staff.
- Ensure timely and accurate record keeping.
- Assist in the processing of rental agreements.
- Establish and maintain effective relationships with other divisions, organizations, the community and aquatic users.

**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 equivalent to “1” or “2” above. However, all candidates must have at least one year of full-time 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. Bachelor’s degree.
2. At least 3 years of experience in a leadership position.
3. Aquatics Facility Operator Certification.
4. First Aid and CPR/AED certifications.
5. Excellent communication, customer service and organizational skills.
6. Fluency in Mandarin.
7. Valid New York State driver license.
8. Ability to work a flexible schedule including early mornings, evenings and weekends.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 133866**

Include your ERN on all correspondence.

**For all other applicants:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 133866**

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POST DATE: 10/25/13	POST UNTIL: 11/12/13	Job ID: 846/14/133866
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NOTE: All resumes must be received no later than the last day of the posting period.