

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 118126**

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: Educator, Dyckman Farmhouse Museum & Park

Level: NM
Salary: \$42,000 - \$48,000
Work Location: Manhattan
Number of Positions: 1

The Dyckman Farmhouse Museum is a c. 1784 farmhouse. The farmhouse and a surrounding ½ acre were given to the City in 1916 and opened as a museum. The museum is operated by Parks & Recreation and the Historic House Trust.

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, perform responsible work in any phase of community programs; perform assigned tasks to provide necessary community services.
- Work as one of a staff of two to ensure preservation and maintenance of the historic site and the creation and promotion of its educational programming.
- Implement existing history based educational programming at the site, including scheduling, tracking and teaching of school programs.
- Work to nurture relationships with schools and educators and explore opportunities for collaboration.
- Collaborate on all aspects of public programming including planning, preparation and implementation.
- Prepare and distribute flyers and distribute calendar through email blasts, website updates and other promotions.
- Collaborate in recruiting, training and scheduling volunteers and interns.
- Assist in all aspects of running and maintaining the site, including administrative tasks, regularly scheduled grounds maintenance and housekeeping.
- Assist in daily museum operations and interact with visitors. Communicate historic information about the site and New York City in a knowledgeable and professional manner.
- Oversee safety and security of the historic site when Director is not present.

QUALIFICATION REQUIREMENTS

1. High School diploma or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is 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. Bachelor and/or Master’s degree in Museum Education, History or the Humanities.
2. Demonstrated experience in the development of interpretive and education programs.
3. Excellent communication and community relations skills.
4. Spanish language skills highly desirable.
5. Highly creative, organized and independent.
6. Ability to work with diverse age ranges, from school groups to adults.
7. Ability to work a flexible schedule including evenings and weekends.
8. Able to lift heavy objects and enjoy working in all kinds of weather.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID: 118126**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID: 118126**

**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: 05/02/14	POST UNTIL: 05/16/14*	Job ID: 118126
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NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 05/16/14. Previous applicants to this vacancy do not need to reapply.