

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Job ID № 167536**

Civil Service Title: Recreation Director  
Title Code No: 60430  
Office Title: Recreation Director

Level: NA  
New Hire Rate: \$36,623  
Incumbent Rate: \$42,116  
Work location: Ocean Breeze Park, SI  
Number of Positions: 2

The Ocean Breeze Park will have a 2,500-seat athletic complex that boasts a state-of-the-art indoor track and field amenity, exercise rooms and a food concession. Once open, the facility will become a premier destination for athletic events, drawing competitors from around the region. Future capital plans include various sport fields and a cross-country running course.

**MAJOR RESPONSIBILITIES**

- Under supervision, with some latitude for independent action or decision, is responsible for recreational activities.
- Plan, supervise and promote recreational programs of an assigned area in accordance with the needs and interests of children, teens, adults and seniors.
- Develop and facilitate programming to engage New Yorkers in sports, fitness and outdoor adventure.
- Instruct participants in basic fitness skills including proper equipment use, basic safety precautions and the health benefits of regular exercise.
- Lead fitness classes and facilitate sports programs for New Yorkers of all ages.
- Maintain equipment and fitness areas on a daily basis, including keeping an inventory of necessary materials and supplies. Inspect play areas and report evidence of unsafe or hazardous conditions.
- Establish program objectives, evaluate recreational programs and design cutting-edge curricula.
- Supervise, develop and implement afterschool, teen and summer camp curricula that meet all Department of Health (DOH) criteria.
- Promote NYC Parks Recreation Center memberships and assist in events and special projects.
- Tour of duty will include working on weekends and non-traditional hours.
- Provide excellent customer service.
- May supervise staff in absence of supervisor.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in recreation, physical education, dance, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, and applied arts (including therapy); or
2. A baccalaureate degree from an accredited college plus one year of full-time paid experience in planning, coordinating and supervising recreation programs; or
3. A satisfactory equivalent combination of education and experience.

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. Experience with coaching numerous sports including but not limited to track & field , cross country and team sports.
3. Experience instructing youth in a variety of social skills programs such as conflict resolution and personal development.
4. Familiarity with Microsoft Word and Excel.
5. Excellent organizational and communication skills.
6. Ability to work afternoons, evenings and weekends.
7. Valid New York State driver license.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 167536**

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#: 167536**

**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: 09/12/14	POST UNTIL: 09/26/14	Job ID#: 167536
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NOTE: All resumes must be received no later than the last day of the posting period.