

Civil Service Title: Community Coordinator
Title Code No: 56058
Office Title: Career Coach, Parks Opportunity Program

Level: NA
Salary: \$55,000 - \$60,000
Work Location: TBD
Number of Positions: 12

The Parks Opportunity Program (POP) provides innovative career assistance to Parks' transitional employment trainees, who gain paid work experience cleaning and greening parks throughout NYC.

MAJOR RESPONSIBILITIES

- Under general direction, with latitude for independent initiative and judgment, meet individually with POP trainees and other clients of the Agency's employment programs.
- Create professional resumes for program trainees.
- Coach trainees on articulating their work history and skills in a professional setting.
- With trainees, develop long-term career pathways and establish short-term job goals.
- Connect trainees with appropriate training and education support consistent with their career pathway or short-term goals.
- Coach trainees on professionalism and positive work habits at Parks worksite.
- Connect trainees to full-time, year-round employment opportunities in variety of sectors.

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. Excellent interpersonal, organizational and administrative skills.
2. Proficiency in Microsoft Office Suite.
3. Valid New York State driver license.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 186800**

Include your ERN on all correspondence

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 186800**

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

POST DATE: 03/13/15

POST UNTIL: 03/27/15

Job ID#: 186800

NOTE: All resumes must be received no later than the last day of the posting period.