

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Job ID № 288102**

Civil Service Title: Community Associate  
Title Code No: 56057  
Office Title: Track and Field Coordinator

Level: NA  
Salary: \$35,683 - \$59,385  
Work Location: Ocean Breeze, Staten Island  
Number of Positions: 1

The Ocean Breeze Track & Field Athletic Complex is one of eight regional parks projects embedded in the Mayor's PlaNYC initiative for a greener, greater New York City. Located on a 10-acre parcel within the 110-acre Ocean Breeze Park, the facility is approximately 135,000 square feet and features a 200-meter, competition-quality, eight-lane track, including six hydraulically banked lanes. Additional amenities include a dedicated warm up area, two long jump pits, a pole vault, a high jump, one shot-put, and weight-throwing area, seating for 2,500 spectators and two fitness rooms.

**MAJOR RESPONSIBILITIES**

- Under general supervision, with latitude for independent initiative and judgment, work closely with a consultant and senior management to plan the operations and management of the facility, as well as to promote the complex and schedule track and field events and activities.
- Assist in the development of financial processes for revenue, expenses and internal control.
- Develop strategic partnerships with local schools and clubs, regional and national organizations and collegiate divisions.
- Assist with scheduling and coordination of all track and field meets, exhibitions and practice sessions.
- Analyze the long- and short-term needs of the complex, in regards to maintenance, staffing and programming.
- Oversee facility usage and contract and permit process.
- Coordinate membership drives and account for all revenue generated through membership and programs.
- Develop and institute grant-funded programs. Ensure that all center funds are accurately tracked.
- Work closely with all organizations and individuals contracted to provide services to the complex; maintain records of services rendered.
- Provide senior management with needs analyses, budget justifications and productivity reports.

**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's degree.
2. At least three years of experience supervising, planning and coordinating recreation programs.
3. Strong writing and computer knowledge.
4. Knowledge and interest in the track & field industry.
5. Ability to program and schedule an indoor track facility.
6. Available to work weekends and evenings as needed.
7. Valid New York State driver license.
8. Bilingual.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 288102**

Include your ERN on all correspondence.

**For all other applicants:**

Click here to apply: [Track and Field Coordinator](#) **OR**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID#: 288102**

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AND  
THE CITY OF NEW YORK / PARKS & RECREATION  
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Telecommunications Device for the Deaf: (212) 504-4115  
[www.nyc.gov/parks](http://www.nyc.gov/parks)**

POST DATE: 04/28/17	POST UNTIL: 05/19/17	Job ID#: 288102
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NOTE: All resumes must be received no later than the last day of the posting period.  
References will be required upon request.