

City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Civil Service Title: Recreation Specialist
Office Title: Mobile Unit Supervisor
Salary: \$19.51 per hour
Duration: 6 months; May 1 to October 31, 2016
Work Location: City-wide

A visit from a Play, Skate or Fitness Mobile highlights any event, especially when a group might not have access to a Park or Recreational facility nearby. Mobile Units visit church family days, community block parties, health fairs & summer camp celebrations. They also enhance Parks –sponsored programs like Summer Festivals, Pumpkin Fest, and the Playground Associate Programs. The Mobile Recreation Vans travel citywide providing equipment & instructional activities from community events, which include in-line skating, arts & crafts, sport & fitness activities.

Major Responsibilities:

- Under supervision, with latitude for independent initiative and judgment, supervise mobile unit seasonal staff.
- Plan, organize and supervise day-to-day operations of the Mobile Unit Program.
- Provide instruction, leadership and supervision in a variety of activities including sports, fitness, in-line skating, table games, playground games and arts & crafts at various locations throughout the five boroughs.
- Drive Parks' mobile unit van with supplies to and from garage to various locations within the five Boroughs.
- Work closely with Recreation staff to ensure that programs are professionally implemented.
- Provide a safe and enjoyable environment for all participants and opportunity for equal participation among children.
- Maintain accurate records.
- Responsible for the custody and maintenance of the Mobile Unit vehicle and for reporting all needed repairs to the citywide coordinator. Ensure vehicle is neat and organized. Track and maintain inventory of equipment and submit weekly reports to Citywide Coordinator.

Qualification Requirements:

1. Three years of participation in an art, craft or other recreational pursuit as a teacher, performer, coach, official, contestant or demonstrator, including at least one year of experience in that art, craft or recreational pursuit to be performed on the job, as described above; or
2. Major study in that art, craft or recreational pursuit to be performed on the job, as described below, acquired in a high school, college or other appropriate institution over at least a three year period; or
3. A satisfactory equivalent combination of education and experience as described above. However all candidates must have at least one year of experience or education in that art, craft or recreational pursuit to be performed on the job as described above.

Preferred Skills/Qualifications:

1. A four year high school diploma or its educational equivalent.
2. Experience working with children.
3. Supervisory experience
4. Valid NYS Drivers license.
5. Driving knowledge of New York City
6. Available to work a flexible schedule including nights and weekends.

Please send your resume to recreation.positions@parks.nyc.gov or fax to 212-360-3314.