

City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Office Title: Programming Associate
Civil Service Title: Community Associate
Location: 135th Street Park house, Riverside Park, Manhattan
Salary: \$18.50/hour
Duration: 6 months

The New York City Department of Parks & Recreation (NYC Parks) serves as the steward for over 29,000 acres of land, which includes 1,000 playgrounds, 35 recreation centers, 66 pools and 14 miles of beach. Our primary responsibility is to build and maintain clean, safe and accessible parks, and to create cultural and educational programs for New Yorkers of all ages to enjoy.

MAJOR RESPONSIBILITIES

Under the guidance and discretion of the Program Director, the Programming Associate will be responsible for the following:

- Conduct community outreach by assembling volunteers to assist in the events
- Greet and support artists, teachers and other vendors who are presenting programs in Riverside Park including equipment load-in Stage-manage all programs and events in Riverside or West Harlem Piers Park.
- Manage reservations for events
- Administer various sports and recreation equipment. Maintain an inventory of all Riverside Park program materials and equipment
- Distribute flyers and posters throughout the community and in the Park
- Maintain and manage database for mailings
- Assist the Program Director with all clerical duties including data entry
- Perform regular event paperwork filing and report creation
- Interact with the public in a pleasant and supportive manner

QUALIFICATION REQUIREMENTS

- High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
- Education and/or experience which is equivalent to "1" above.
New York City residency required within 90 days of employment.

PREFERRED SKILLS/QUALIFICATIONS

- Experience facilitating recreation programs and/or structured arts program in a camp, community city or arts facility.
- Production management or stage management experience including theatre, concerts and other performing arts events.
- Knowledge and skills in a variety of sports activities, games, arts, and crafts.
- Bachelor's degree
- CPR/ First Aid Certified.
- Bilingual (Spanish) a plus.
- Ability to work a flexible schedule, including nights and weekends.
- Proficiency in computer software including Microsoft Word and Excel.
- Valid New York State driver license.

To Apply: Send résumé and cover letter by 03/23/15:

Zhen Heinemann, Park & Recreation Manager,
City of New York, Parks & Recreation,
24 West 61st Street, 5th floor, New York, NY 10023
or email: zhen.heinemann@parks.nyc.gov

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