POSITION TITLE: **Community Facilities Assistant**
DEPARTMENT(s): **Administration**

GENERAL DESCRIPTION OF DUTIES

The Community Facilities Assistant provides administrative support to both the Community Center at Stuyvesant High School and the Battery Park City Ball Fields. The Assistant will report to the Community Center Foreperson and is expected to have a flexible schedule and work shifts that cover the operating hours of the Community Center, which are currently as follows:

JULY – AUGUST	SEPTEMBER – JUNE
Monday – Friday, 3pm – 8:45pm	Monday – Friday, 7pm – 9:45pm
Saturday – Sunday, 10am – 5:45pm	Saturday – Sunday, 1pm – 8:45pm

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class.

- Serving as a customer service representative, assisting members, permittees and the general public
- Record keeping for daily program attendance, program fees, membership renewals, day passes, and drop-ins for fitness and other sports programs.
- Conducting financial tasks and record keeping, including cash and credit card transactions, and writing receipts and end of day summaries.
- Managing equipment and supplies inventory.
- Assisting with maintenance of mailing lists, memberships, and other recordkeeping functions.
- Responding to emails and voicemail inquiries in a timely professional manner.
- Actively observe and communicate observations and concerns about facility, visitors' comments and requests, and safety to managers
- Assisting with processing and issuance of permit applications
- Escalating issues to security as needed
- Participating in operations preparation for CCSHS activities, including setting up equipment and cleaning specific areas of the facility.

MINIMUM TRAINING AND EXPERIENCE

- At least 2 years of community programming or operations experience
- Related training or college coursework in recreation, teaching or coaching is desirable. Life-guard certification is preferred.
- Must have basic skills in word processing and spreadsheet software (MS Word and Excel) packages. Must have Excellent English language speaking and writing skills.

Please send all resumes to: HR@bpca.ny.gov

Battery Park City Authority is an Equal Opportunity Employer.