



Battery Park City Authority

POSITION TITLE: **Community Operations Coordinator (hourly)**
DEPARTMENT: **Administration**

GENERAL DESCRIPTION OF DUTIES

The Community Operations Coordinator plays a critical role in assisting with the management of the BPC Ball Fields a public recreational resource. All organized usage will be granted through a predetermined criteria agreed upon by the Community Operations Supervisor, Permit Coordinator and the Director of Administration and issued by a written permit. The fields will be utilized by local youth sports leagues, adult corporate leagues, youth after school programs, and occasional non-sports related special events, as well as drop-in free play during non-permitted times.

In addition, the Community Operations Coordinator will help promote and facilitate recreational activities for the general public.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Under the direction of the Community Operations Supervisor, assist with the management of the BPC Ball Fields as follows:

- Knowledgeable of the rules and regulations for activities on the ball fields and Community Center
- Assist with the evaluation of requests and issuing of permits for use of ball fields in accordance with BPC guidelines
- Provide customer service assistance to permit holders, ball field users as well as Community Center users
- Meet frequently with the Community Operations Supervisor to review upcoming program and permit schedule and discuss all aspects of the smooth operation of the public resource
- Perform basic maintenance duties in the BPC ball field office, storage areas, and ball fields
- Maintain supplies and equipment in an orderly, well-managed manner
- Monitor the use of borrowed equipment
- Daily on site supervision of field and Community Center activities to ensure that space is being permitted in a safe and fair manner
- Report any unsafe, hazardous conditions to supervisor immediately
- Collect lost and found items/equipment and placed them in the designated area
- Unlock the gates and bathrooms in the morning and may sure they are locked before leaving
- The Community Operations Coordinator's schedule will require working weekends and evening hours
- Assist with the management of operations required to keep the Community Center activities and facilities running efficiently and safely.

MINIMUM TRAINING AND EXPERIENCE

High School Degree required. Experience in recreation, public programs or related field are highly desirable. Experience working with children in schools, camps or other organized group settings is highly desirable.

Must have a demonstrated ability and enthusiasm for engaging and leading both large and small groups of children in playground games, sports and creative activities.

Must have sensitivity to the special needs and interests of children and adults of different ages, abilities, and cultural backgrounds.

Must be mature, self-motivated, flexible, and have a strong sense of responsibility plus excellent judgment.

Must be well organized and have the ability to work both individually and as a team member.

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

**Battery Park City Authority is an Equal Opportunity Employer and complies with all
Local, State, and Federal employment regulations.**