



# Battery Park City Authority

**POSITION TITLE: Community Programming and Athletics Associate**  
**DEPARTMENT: Administration (Part-Time)**

## **GENERAL DESCRIPTION OF DUTIES**

The Community Programming and Athletics Associate plays a critical role in assisting with the management of community operations. The primary responsibilities of this role focuses on innovative program development, permit operations, Battery Park City Ballfields and Community Center operations including member services, as well as social media management.

## **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 and execution of the following:

### **Program Development**

- Assist with the research, design and the implementation of community and athletic based programs
- Assist with requisition operations
- Assist with purchasing/procurement procedures including quoting and scope development

### **Permit Operations**

- Assist with permit scheduling and calendar development
- Assist with permit invoicing, financial tracking and depositing procedures
- Assist with permit language development and issuance
- Assist with site walkthroughs
- Assist with permit mailboxes including emails and voice messages

### **BPC Ballfields & Community Center Operations & Member Services**

- Maintain a running list of upcoming member expirations and conduct renewal outreach
- Assure members are notified with regards to any upcoming closures or schedule changes
- Assist with equipment management and replenishments
- Assist with the upkeep of the Community Center website

## **Social Media Management**

- Assists with the maintenance of the multiple Battery Park City Authority owned social media accounts
- Assist with the production of new social media content

## **Additional responsibilities may include:**

- Enforcing 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
- Perform basic maintenance duties in the BPC ball field office, storage areas, and ball fields as needed
- Maintain supplies and equipment in an orderly, well-managed manner
- Report any unsafe, hazardous conditions to supervisor immediately

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's 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 necessary.

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](mailto:HR@bpca.ny.gov)**

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