

# Battery Park City Parks

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**POSITION TITLE: Parks Programming Coordinator**  
**DEPARTMENT: Parks Programming**

## **GENERAL DESCRIPTION OF DUTIES**

The Parks Programming Coordinator implements public programs and special events for Battery Park City (BPC) Parks. A wide variety of programs are offered to park visitors of all ages and backgrounds, in such areas as the creative and performing arts, education, leisure and active recreation activities and environmental programs. The Programming Coordinator will assume either a leadership or supporting role in the implementation of programs and events. The Programming Coordinator may also assist in the research, development and implementation of new programs. The Programming Coordinator also provides critical administrative support which ensures that all programs and events operate smoothly.

## **ESSENTIAL FUNCTIONS**

Works with Director, Senior Supervisor and Senior Manager to ensure the quality of park visitors' experience at BPC's world class parks, programs and special events. This includes but is not limited to:

- Develops programs and special events.
- Exhibits competence and provides instruction in program areas, with a focus on creative play, movement and athletics; creates lesson plans for classes and programs.
- Leads programs or works with Programming staff and specialists, being proactive and preparing for the on-going needs in all program areas.
- Engages children, teens and adults in program activities and actively contributes to the planning and production and success of programs and special event.
- Assists 6 River Terrace Events Coordinator in facilitating event rentals
- Performs administrative and support tasks, including; managing inventory, and the procurement of programming equipment and supplies through the electronic purchasing system, assists with registration for classes and public programs, distributes and maintains publicity materials, maintains up-to-date contact lists for department mailings and targeted emails.
- Be a well-informed, outgoing representative of BPC Parks to the public and a motivating influence for hourly Programming Leaders.
- Contributes to the evaluation of programs and events and records program reports.
- Offers opinions, suggestions, and field observations to Supervisor and Assistant Director.
- Performs other duties as assigned by Assistant Director.

### **MINIMUM TRAINING AND EXPERIENCE**

The Programming Coordinator must have the following skills and experience:

- A minimum of 2 years' experience working with children and/or adults in a classroom, camp, park or other organized group setting.
- A demonstrated ability and enthusiasm for engaging and leading both large and small groups of children and/or adults in playground games, athletics and creative activities.
- Superior English language verbal and written communication skills and excellent organizational skills with the ability to work individually and as a team member.
- College degree in a related field or 2 additional years of experience organizing and facilitating classroom education, children's recreation or community programming in an organized group setting.

Please send resumes to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)

**Battery Park City Parks is an Equal Opportunity Employer.**