

Battery Park City Parks

POSITION TITLE: Associate Director
DEPARTMENT: BPC Parks Programming

GENERAL DESCRIPTION OF DUTIES

The Associate Director plays a key role in preparing and facilitating Battery Park City Parks' vibrant and varied public programs. The world-renowned parks and free programming for visitors of all ages is a national and international model of excellence in urban planning. The Associate Director will provide direct delivery of parks programming to the public, and perform a variety of administrative, communications and supervisory roles in support of these programs.

A wide variety of programs for adults, teens and children are offered outside in the parks and indoors in managed community centers. Battery Parks City Parks programs focus on creative and performing arts, leisure and active recreation, environmental and nature appreciation and education. Programs offer entertaining and informal learning experiences in well-organized, relaxed, public environments staffed by trained professionals.

The Associate Director will fulfill multiple roles including leadership, coordinating and supporting roles in activities, classes and events depending on the nature and requirements of the specific program. Under the direction and supervision of the Director of Parks Programming, the Associate Director will provide administrative support which will ensure that programs and events are well-planned, executed responsibly, sustainably, safely, and graciously to all park visitors.

This position will focus on the effective, efficient, creative and responsible management of BPC Parks Programming staff at public programs and special events in Battery Park City.

ESSENTIAL FUNCTIONS

The list of essential functions is representative of the tasks required in this position. On occasion, others will be added if required for the successful realization of a program or project.

PLANNING:

- Involved with both long and short-range program planning and implement those priorities and goals in collaboration with the Director of Parks Programming.
- Responsible for the daily scheduling of the department including the monthly staff schedule and daily event schedules.
- Responsible for the coordination of daily programs and special events including oversight of the Rockefeller Park House and the 6 River Terrace community space.
- Provide hands-on daily troubleshooting, and coordinating programming operations with other departments.
- Coordinates with vendors to ensure procurement requirements are fulfilled and parks rules and regulations are adhered to.

- With support of the Director of Parks Programming, responsible for the hiring and training of new and returning staff as well as performance evaluations.
- Manage the electronic time and attendance system for the department.

TRAINING AND LEADERSHIP:

- Supervise, coach, inspire, and appraise the skill development of staff members.

Battery Park City Parks

- Teach staff members the broad range of play leadership, recreational and communication skills needed to maintain engaging and age-appropriate public programs.
- Create and implement an ongoing staff training and assessment program.
- Works closely with the Director of Parks Programming to create opportunities for volunteers.
- Research and propose staff development opportunities that will improve and enhance staffs skills and broaden their experiences in recreational, cultural, and educational programming.
- Serve as a leader, setting an example of responsibility, skill, communication, enthusiasm, flexibility and safety.
- Responsible for working in all areas of programming throughout the year.
- Ensure that the staff works together in the most efficient means possible while maintaining staff morale.
- Leads the orientation process of new staff members.
- Will assist and enforce the safe set up, break down and cleanup of special event stages and equipment.
- The Associate Director will be responsible for OSHA compliance for the department.

PROCUREMENT, INVENTORY, MAINTENANCE:

- Will co-supervise Parks Programming cash handling and credit card sales and processing.
- Ensure that all vehicles, equipment and other resources required are procured and available when needed.
- Ensure that equipment and supplies are accounted for and inventoried on a regular basis.
- Responsible for the organization and distribution of keys, uniforms and lockers for the department. Ensures that staff has access to facilities and equipment while maintaining security.
- Approve requisitions in the Workplace purchasing system.

COMMUNICATION:

- Must effectively and clearly communicate with the Director of Parks Programming, within the department, and between departments.
- Is proactive in establishing and maintaining clear, consistent and reliable verbal and written communications with the staff.
- Able to write effective memoranda, run meetings, listen well, and explain him or herself clearly.
- Assist the Director of Parks Programming for management reporting on project schedules, attendance levels, revenue and expenses.

SUSTAINABILITY:

- Review Programming department purchasing requests and ensure that department is using the most environmentally friendly products possible. Research and purchase better alternatives when necessary.
- Oversee departmental recycling and “green” practices.
- Provide planning input to department programs and events relating to environmental sustainability.
- Take a leadership role in the department’s Marine Education programs.

Battery Park City Parks

- Coordinate with Horticulture and Maintenance Departments to implement public outreach at programs and events regarding BPC Parks' sustainable horticulture and maintenance practices.

MINIMUM TRAINING AND EXPERIENCE

- B.A./B.S. degree in Education, Arts or Social Science required. M.A. degree desirable.
- Must have a minimum of six (6) years of work experience, including two (2) years of supervisory experience.
- Experience must include working with children in at least one of the following areas: the creative arts, athletics, education, or environmental/ nature programming.
- Sensitivity to the special needs and interests of children and adults of different ages, abilities, and cultural backgrounds.
- Must have a sense of maturity, self-motivation, flexibility, strong sense of responsibility, and excellent judgment.
- Superior verbal and written communication skills are a must.
- Well organized and have the ability to work both individually and as a team member. Valid US driver's license required.

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

Battery Park City Parks is an Equal Opportunity Employer.