



Battery Park City Authority

POSITION TITLE: Community Operations Leader
DEPARTMENT: Administration (Part-time)

GENERAL DESCRIPTION OF DUTIES

The Community Operations Leader (COL) provides administrative support to both the Community Center at Stuyvesant High School and the Battery Park City Ball Fields. The COL reports to Community Center Foreman and Supervisor 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

Monday – Friday, 2:30pm – 9pm

Saturday – Sunday, 9:30am – 6pm

SEPTEMBER – JUNE

Monday – Friday, 6:30pm – 10pm

Saturday – Sunday, 12:30pm – 9pm

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
- Assist with maintenance of mailing list, memberships and other record keeping functions
- Respond to emails and voicemail inquiries in a timely professional manner
- Actively observe and communicate concerns about facility, visitors' comments and requests to management
- Assist with processing and issuance of permit applications
- Escalate issues to security as needed
- Participate in operations preparation for the CCSHS activities, including set-up of equipment and clean-up of facility

MINIMUM TRAINING AND EXPERIENCE

- Minimum of 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.