

# Battery Park City Parks

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**POSITION TITLE: Hourly Parks Programming Leader**  
**DEPARTMENT: Parks Programming**

## **GENERAL DESCRIPTION OF DUTIES**

Hourly Parks Programming Leaders play a critical role in determining the quality of park visitors' experience while participating in BPCP's public programs and special events. A wide variety of programs are offered to park and 6 River Terrace visitors of all ages and backgrounds in such areas as the creative and performing arts, leisure and active recreation activities and environmental programs. During these programs, the Hourly Parks Programming Leaders are expected to assume coordinating or supporting roles in the implementation of programs and events, depending on the nature and requirements of the particular program or event.

## **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 Parks Programming Director, Foreman and Field Supervisor, coordinate and implement BPCP public programs, as follows:

- In consultation with Specialists or Program Coordinators, be pro-active, support, anticipate and prepare for the on-going needs in all program areas. Make constructive suggestions to improve programs.
- Work as a team player with Parks Programming colleagues, working with children, teens and adults, engage children in creative play and actively contribute to the success of each program or special event.
- Establish good communication with Field Supervisor, Foreperson, and Programming colleagues.
- Assist with production of special events throughout the season including evening and weekend work.

Successfully facilitate the implementation of BPCP public programs and special events by performing administrative and support tasks, including:

- Assist in managing inventory of programming equipment and supplies through the maintenance of records.
- Coordinate and distribute materials to promote public programs and special events.
- Be a professional, well informed, and out-going representative of BPCP.
- Contribute to the periodic evaluation of department programs, events, procedures and personnel.
- Dress professionally in the BPCP uniform.
- Perform other duties such as cleaning and maintenance of Parks Programming equipment, and public programming facilities such as Rockefeller Park House, and 6 River Terrace as assigned.
- Perform parks supervision duties as assigned and administer Park House equipment lending program, demonstrating superior knowledge of park policies and procedures.

- Assist in the monitoring of park users attending organized events or visiting the Parks via a permit.
- Be knowledgeable of, and communicative about, all Parks Programming offerings, horticulture and maintenance practices and general BPCP history and philosophy.

### **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.
- Excellent English language verbal and written communication skills are a must, 2<sup>nd</sup> languages are desirable.
- Must be 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](mailto:HR@bpca.ny.gov)**

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