

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title:	Community Operations Senior Leader & Lifeguard
Job Status:	Part-Time
Department:	Administration/Community Operations
Location:	345 Chambers Street, NYC
Additional Info:	Flexible Hours/Weekends & Evenings

POSITION SUMMARY:

The Community Operations Senior Leader and Lifeguard plays a critical role in assisting with the oversight of the Community Center located in Stuyvesant High School (CCSHS). In the absence of an on-site Foreman or Supervisor at the CCSHS, the Senior Leader is accountable for ensuring successful operation of the Community Center, including staff's adherence to the CCSHS standard operating procedures as well as users' adherence to the rules of the CCSHS. In the event the Foreman or Supervisor are on site, primary responsibilities will include front desk operational duties and lifeguard duties.

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

ESSENTIAL FUNCTIONS:

Under direction of the Community Center Foreman and Supervisor, the Senior Leader & Lifeguard will perform the following duties:

General Operations:

- Models how to work as a team member of the department and maintain positive work relations with fellow crewmembers and the rest of BPCA staff.
- Works in close cooperation with all BPCA departments and staff to ensure that the operations and programs at CCSHS are organized and presented to the highest standards and are welcoming to everyone.
- Works in cooperation with the school and contracted security guards.
- Manages members' services, daily programs, special events, permit activities, financial transactions for members, day pass users, class participants, and care for the facility.
- Mentors staff members regarding the administrative skills required to manage the facility, including professional verbal and written communications, basic financial record keeping, sales, scheduling permit groups and drop in users.
- Monitor staff performance and conduct; uses discretion to address infractions and notify Foreman and Supervisor.
- Lifeguards the pool as primary Lifeguard (when the Foreman or Supervisor are on site) or provides break relief for Lifeguards (when serving in the capacity as Senior Leader)

Additional responsibilities may include:

- Enforcement of rules and regulations for activities at the Community Center
- Evaluate requests and issuance of permits for use of the CCSHS in accordance with BPCA guidelines
- Provide customer service assistance to members and visitors of the CCSHS
- Perform basic maintenance duties as needed
- Maintain supplies and equipment in an orderly, well-managed manner
- Report any unsafe or hazardous conditions to supervisor immediately
- Other duties as assigned

Availability

- This is a mainly a weekend and evening position, but is also required to work some weekday daytime hours during the summer months.

EDUCATION AND EXPERIENCE:

A Bachelor's degree is preferred. Experience in recreation, public programs, or related field is highly desirable. Experience working with children in schools, camps, or other organized group settings is necessary.

A lifeguard certification. WSI preferred.

SKILLS:

- Must have a demonstrated ability and enthusiasm for engaging and leading both small and large groups of children in playground games, sports, and creative activities
- Be sensitive to the special needs and interests of children and adults of different ages, abilities, and cultural backgrounds
- Mature, self-motivated, flexible, have a strong sense of responsibility, and sound judgment
- Well-organized and able to work both individually as well as a team member
- Good judgement and problem solving skills

Physical Requirements:

Lifeguard Certification; ability to complete a continuous 500 yard swim and submerge to a minimum depth of 7' to retrieve a 10 lb. object and return to the surface.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.