

**City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Office Title: Summer Camp Counselor
Civil Service Title: Community Service Aide
Salary: \$13.60 per hour
Work Location: Citywide
Duration: 8 Weeks beginning 7/1/2014
Number of Positions: 34**

The New York City Department of Parks & Recreation (NYC Parks) serves as the steward for over 29,000 acres of land, which includes 1,000 playgrounds, 34 recreation centers, 66 pools and 14 miles of beach. Within the many divisions, Public Programs operates Summer Camp at 19 locations. NYC Parks Experience Summer Camp offers children ages 6 – 13 opportunities to participate in sports, fitness and outdoor adventure. During this 7 week fun-filled summer day camp children will go on trips throughout the five boroughs, participate in structured team sports, physical fitness programs, field days and make lasting friendships.

MAJOR RESPONSIBILITIES

- Organize and implement group or team games, tournaments, multi-game events and other formal competitive activities.
- Document and report accurate records of attendance, incidents and injuries.
- Work closely with Camp Director and supporting staff to remain organized, follow daily schedules, report to trips and activities on time and ensure that parents are well informed.
- Maintain the health and safety of children under your supervision.
- Ensure proper health and safety standards of areas utilized by campers by removing broken, glass, litter or other hazardous materials.
- Inspect play areas and report evidences of unsafe or hazardous conditions to Camp Director and remove children from such areas. Cordon off or remove hazardous equipment before allowing children to resume activities.
- Uphold discipline and prevent disturbances within the recreational area.

QUALIFICATION REQUIREMENTS

The ability to understand and carry out simple instructions; in some cases the ability to speak Spanish may be required. There are no formal educational requirements for this position.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication and organizational skills.
2. Experience coaching, sports and fitness.
3. CPR/First Aid certified- trained within one year.

To apply, please e-mail resume & cover letter to: SummerCampJobs@parks.nyc.gov
Notice to Parks applicants – include your ERN on all correspondence.
For more information please visit <http://www.nycgovparks.org/>

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AND
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ARE EQUAL OPPORTUNITY EMPLOYERS
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