



NYC Parks

CITY OF NEW YORK PARKS & RECREATION  
**SEASONAL JOB VACANCY NOTICE**

**Office Title:** Playground Associate – Aquatics Office  
**Civil Service Title:** Playground Associate  
**Work Location:** Passarelle, Flushing Meadows  
Corona Park, Queens

**Duration:** June 25 to September 1, 2025  
**Salary:** \$19.95/hour  
**Positions:** TBD

NYC Parks is the steward of nearly 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals.

We seek candidates to provide administrative support to our Aquatics program.

Perks: Earn vacation and sick leave every month and receive free membership to our recreation centers.

**MAJOR RESPONSIBILITIES**

- Assist in preparing and organizing everyday tasks and aquatic program activities including classes, trainings, orientations and special events.
- Assist with administrative functions, which can include answering a high call volume, responding to emails, processing paperwork, scanning documents, collecting, and analyzing swim data.
- Provide excellent customer service face to face, by phone and by e-mail representing NYC Parks Citywide Aquatics Division.
- Organize, distribute and collect aquatic related program materials and equipment.

**QUALIFICATION REQUIREMENTS**

1. A four-year high school diploma or its educational equivalent, and either
  - a) Two summer seasons, or six months, of experience as an instructor, counselor, or coach in an organized recreational program; or
  - b) Completion of sixty credits toward a baccalaureate degree in an accredited college; or
2. Education and/or experience equivalent to "1" above.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Excellent communication and organizational skills.
2. Strong customer service skills.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates within 90 days of hire.

**Fees:** Hired candidates will be subject to a \$40.00 processing fee. Hired candidates who are not currently employed by the City will be subject to an \$101.25 background check fee.

**HOW TO APPLY**

**All Applicants:**

Click here: [Playground Associate-Aquatics Office](#) or  
Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 699652.

**All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# on your cover letter and resume.**

**POST DATE: 01/24/2025**

**POST UNTIL: FILLED**

For more information email or if you need a reasonable accommodation email: [CitywideAquatics@parks.nyc.gov](mailto:CitywideAquatics@parks.nyc.gov) or call 718-760-6969 x0.

NOTE: References will be required upon request. We appreciate all applicants' interest in the position, only candidates selected for an interview will be contacted.

[nyc.gov/parks](http://nyc.gov/parks)

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN INCLUSIVE EQUAL OPPORTUNITY EMPLOYER COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)