

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Recreation Director	<b>Level:</b> N/A
<b>Title Code No:</b> 60430	<b>Salary:</b> \$40,000 - \$45,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Recreation Program Coordinator	<b>Work location:</b> Riker's Island, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Adult Programming & Community Partnerships	<b>Number of Positions:</b> 25
<b>Job ID:</b> 265926	<b>Hours/Shift:</b> Day, Night, and Weekend Tours

**Job Description**

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The DOC seeks to recruit Recreation Program Coordinators that will assist with the development and implementation of appropriate leisure activities to be incorporated into the programs' plan. Selected candidates will participate in organized group activities that develop positive group dynamics, while productively occupying inmates with activities of interest. Under supervision of Recreation Supervisor, these recreation program coordinators will be responsible for following:

- Enabling inmates to engage in organized physical recreational activities which contributes to increased health and less stress.
- Planning and executing the recreational program of an assigned area in accordance with the needs and interests of inmates.
- Determining recreational needs of targeted groups
- Evaluating program effectiveness and serves as an integral part of the recreation team.
- Eliciting participation in the development and implementation of these activities.
- Conducting periodic inspections of equipment and facilities.
- Other duties as assigned.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in recreation, physical education, dance, fine arts, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, fine arts and applied arts (including therapy); or
2. A baccalaureate degree from an accredited college plus one year of full-time paid experience in planning, coordinating and supervising recreation programs; or
3. A four-year high school diploma or its educational equivalent and a combination of education and experience that is equivalent to five years of experience required in "2" above. College education leading to a degree may be substituted for the required experience on the basis of 30 credits for one year of experience. However, all candidates must have at least one year of experience or 24 credits in recreation, physical education, dance, fine arts, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, fine arts and applied arts (including therapy).

**Residency Requirements**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID# **265926**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **265926**

Submission of a resume is not a guarantee that you will receive an interview.

**Only candidates under consideration will be contacted.**

<b>Post Date:</b> 10/4/16	<b>Post Until:</b> Until Filled
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**The City of New York and the Department of Correction are Equal Opportunity Employers**