

Troops for Fitness (Alliance for Flushing Meadows Corona Park)
Program Manager/Recreation Specialist (Part-time) - Job Description

General Statement of Duties and Responsibilities

Under supervision, with some latitude for independent initiative and judgement, organizes and conducts sports, fitness, and special programs in recreational activities in Flushing Meadows Corona Park, Queens. Performs related work.

We are looking for someone who can work a flexible schedule – approximately 20 hours per week for 6 months (April – September). Salary: \$19.51/hr

Examples of Typical Tasks

Organizes various health and fitness programs for Flushing Meadows Corona Park; this may include programs such as Zumba, Boot Camp, Yoga, Meditation, Nutrition, CPR, Dance, Running, etc.

Hire and train per diem fitness instructors, schedule fitness programs, track programs and attendance figures, conduct training programs when necessary, and any necessary related work such as maintaining and/or ordering of equipment, marketing scheduled fitness activities, setting up for such activities, and coordinating with Director of Special Events and Operations.

Qualification Requirements

Must be a Veteran of the United States Armed Forces, Reserves, or National Guard (this is a grant-funded line requiring that only Veterans be considered). Must be in good physical fitness and have experience in or interest in health and fitness. (Some training may be available to successful candidate).

Preferred Qualifications

Driver's License Valid in the State of New York
Queens Resident
Able to work a flexible work schedule
Bilingual – Spanish and/or Mandarin a plus

Please send resume and cover letter by February 24, 2017 to:

Janice Melnick
Executive Director, Alliance for Flushing Meadows Corona Park
Allianceformcp@gmail.com