

DEPARTMENT OF TRANSPORTATION

Job Vacancy Notice

Civil Service Title: COMMUNITY COORDINATOR		
Title Code No: 56058	Salary: \$45,615.00 / \$52,457.00 - \$70,810.00	
Division/Work Unit: Executive/Safety Education	Work location: Varies	
Hours/Shift: 35 Hours	Number of Positions: 2	
<p>Job Description</p> <p>Serves as a Traffic Safety Outreach Program Coordinator/Educator, conducting and assisting with the development of interactive traffic safety educational presentations for children and adults at schools, senior centers, community centers and other locations across the five boroughs. These locations include six NYC DOT Safety City facilities which offer hands-on traffic safety training to children, older adults and New Yorkers with physical, cognitive and language disabilities in both a classroom setting and outdoor simulated streetscape.</p> <p>Maintains a working relationship with school district staff, principals, teachers, healthcare providers, and community program directors. Hosts and participates in health fairs, bike rodeos and other community safety events as a traffic safety expert. Attends bike safety events, fitting and distributing helmets.</p> <p>Will be expected to become certified as a Child Passenger Safety Technician to conduct car safety seat inspections for child caregivers. May operate car seat fitting stations.</p> <p>Handles administrative tasks related to the running of educational outreach programs. May train and supervise other traffic safety instructors, interns, and community volunteers. Performs related duties.</p>		
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above. 		
<p>Other information</p> <p>While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. New hires must reside in NYC for the first two years of employment. Appointments are subject to OMB approval.</p>		
<p>Specialized Knowledge</p> <p>Teaching experience is strongly preferred. Bilingual abilities are a plus. Will be expected to become certified as a Child Passenger Safety Technician. A valid NYS driver's license is preferred.</p>		
<p>To Apply</p> <p>Please submit resume to: Melanie Klein Safety Education NYC Department of Transportation 59 Maiden Lane, 35th Floor New York, NY 10038</p> <p>Place JVN number in the upper right hand corner of <u>two</u> copies of resume, and lower left corner of mailing envelope. Your resume must include a chronological work history and salary earnings summary.</p>		
Post Date: 12/13/2011	Post Until: FILLED	JVN: 841-2012-94405 REPOST