

NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781- 23-042
This Position is only open to Government Retiree and is a Temporary not to exceed 12 Months.

CIVIL SERVICE TITLE: Community Coordinator (Part-Time)	TITLE CODE NO.: 56058
BUSINESS TITLE: Silver Stars - NeON Sports Coordinator	SALARY: \$34.05 Hourly
DIVISION/WORK UNIT: Adult Operations/NeON	WORK LOCATION: Citywide
HOURS: 20 Hours Per Week - Flexibility to work evenings and weekends required.	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

This position is only available to candidate who have retired from city service. This position is part-time, 20 hours a week. Pension and benefits can still be collected while employed in this position.

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to successfully transition out of the criminal and juvenile justice systems through meaningful education, employment, health services, community and family engagement, and civic participation. We are located in every borough across the New York City, and provide four core services –pre-sentence investigations, intake, diversion and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Silver Stars Program is an interagency partnership that offers retired City employees the opportunity to phase into retirement while supplementing their income and maintaining their lifestyle and offer social interactions.

The Department is recruiting for a Silver Stars NeON Sports Team Coordinator for the 2023 season portfolio who will report to the Director for the Citywide NeON. The NeON Sports Team Coordinator responsibilities include the following:

Pre-Game

- Work closely with NeON Sports Manager, Probation Officers, Team Coaches and Referees to coordinate tournament efforts across the teams.
- Notify team members of any changes to practice or game schedule.
- Provide directions and instructions for visiting teams regarding travel routes, parking, and dismissal from venue, and loading and unloading buses.

Gametime

- Staff venue entrance to welcome teams, coaches, referees, and spectators.
- Facilitate Team players check in.
- Manage game clock and scoring system.
- Employ crowd control techniques as needed.
- Liaison with coaches & players regarding equipment, water, snacks, and venue logistics.
- Assist with set up for halftime and guest performers.

Post-Game

- Ensure orderly and safe passage for all team players and spectators from the venue.
- Assist with venue clean up.

Preferred Skills:

- Understand the signaling and whistling codes for the sports they govern.
- Communicate professionally via email, phone, and SMS.
- Motivate and inspire the athletes.
- Use sports to teach life lessons to help the teams build character.
- Excellent interpersonal skills, and the ability to build and foster key stakeholder, DOP staff, and venue relationship.

<p style="text-align: center;">PREFERRED REQUIREMENTS</p> <ul style="list-style-type: none"> • Retirees in the Probation Officer Title Series and/or Law Enforcement Officer titles. • Understand the signaling and whistling codes for the sports they govern • Communicate professionally via email, phone, and SMS • Motivate and inspire the athletes • Use sports to teach life lessons to help the teams build character • Excellent interpersonal skills, and the ability to build and foster key stakeholder, DOP staff, and venue relationships • Demonstrates an understanding of diversity, equity, and inclusion, as well as the concepts of institutional and structural racism and their impact on underserved and underrepresented communities • Willing to travel within the 5 boroughs is required; familiarity with communities with NeONs is preferred.

<p style="text-align: center;"><u>QUALIFICATION REQUIREMENTS</u></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><u>Residency Requirement</u> New York City residency is not required for this position. However, you must reside in New York State.</p>
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<p style="text-align: center;">TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:</p> <p style="text-align: center;">External Applicants: https://a127-jobs.nyc.gov/</p> <p style="text-align: center;">Internal Applicants: Employee Self Service (ESS)</p> <p style="text-align: center;">SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL</p>		
POST DATE: 01/30/2023	POST UNTIL: Filled	JVN# 781- 23 - 042

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.

Note: Public Service Loan Forgiveness Program (PSLFP). The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program’s other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>