
Job Title	Recreation and Summer Camp Coordinator
PVN ID	QC-1902-002949
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Athletics and Recreation
Status	Full Time
Annual Salary	\$30,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Sep 23, 2019 (Or Until Filled)

General Description

Queens College is seeking a recreation and summer camp coordinator. This is a full time position, with responsibilities for operations within summer camp, aquatics, tennis and fitness. The coordinator will be responsible for assisting with all the businesses operated within the athletics department.

This position is responsible for operations by creating and managing programs and relationships that continually promote the athletic businesses with students, faculty, and the community. This position will be responsible for operations including membership services, program registration, point of sale operations, and customer service. This position will work in a collaborative effort with the leaders of each business area to promote and cross-sell programs.

Other Duties

The Queens College department of athletics offers varsity, intramural and recreational athletics opportunities to members of its campus community. The college sponsors 17 varsity sports at the NCAA Division II level, with the Knights competing predominantly in the East Coast Conference. Queens College's department of athletics encourages all student-athletes to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics. For more information on athletics, please visit www.queensknights.com.

Located on a beautiful, 77-acre campus in Flushing, Queens College of the City University of New York enjoys a national reputation for its liberal arts and sciences and pre-professional programs. Each year Queens College has been cited by The Princeton Review as one of the nation's 100 "Best Value" colleges, thanks to its outstanding academics, generous financial aid packages, and relatively low costs. In addition, U.S. News & World Report *America's Best Colleges* (2011) ranks QC among the top 10 public universities in its category "Best Universities—Master's (North)." The college opened its first residence hall in August 2009. More information on Queens College can be found at www.qc.cuny.edu.

Queens College is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

Qualifications

Qualified applicants must have a minimum of a Bachelor's Degree. Strong preference will be given to candidates with camp and recreation experience. In addition, candidates with aquatics experience and knowledge of pool regulations and operations, life guard certifications will be given priority. The candidate should have strong verbal and written communication skills, organizational skills, and a strong customer service background.

Application deadline: Applications are currently being accepted and interviews will begin immediately.