

Assistant Director of Sports Camp

Riverside Park Conservancy is seeking a highly motivated and detail-oriented **Assistant Director of Sports Camp** to support the management of two multi-sports camp locations, with a primary focus on the Fort Washington Camp.

The primary goal of this role is to establish and operate the 5-week Fort Washington Camp (spanning West 158th Street to West 181st Street) through community outreach to increase enrollment, tracking weekly registrations, and managing the Fort Washington Camp database. If you're passionate about youth development, sports, and community engagement, this is the role for you!

This full-time, year-round position includes a hybrid (remote/in-person) schedule during the off-season, with fully in-person work required from late spring through the summer. The Assistant Director reports directly to the Director of Sports Camp.

About Us:

Riverside Park Conservancy ("RPC") partners with the City of New York to restore, maintain, and improve Riverside Park—a six-mile stretch spanning five parks along Manhattan's Hudson River, from 59th Street to 181st Street. RPC also provides free public programming and advocates for city-wide park equity and resilient urban ecosystems. Over the past 35 years, RPC has transformed Riverside Park from a state of neglect into a welcoming oasis.

Riverside Park Conservancy's **Multi-Sports Camp** was launched in 2013 with just three independent providers. Today, it has grown significantly, offering outdoor, week-to-week sports programming at two locations: Riverside Park and Fort Washington Park. At Fort Washington, activities include basketball, soccer, baseball, volleyball, and tennis, serving campers ages 4–16. The Riverside Park Camp runs for 12 weeks, while Fort Washington Camp operates for 5 weeks.

Major Tasks and Responsibilities

Program Operations

- Oversee the daily operations of summer camp programs, including supporting coaches and program activities.
- Track weekly registrations for each program and maintain the Fort Washington Camp database, which includes:
 - Accurate attendance records, participant information, program schedules, enrolment and scholarship data.
 - Weekly and monthly program data reports.
- Conduct outreach to community members to increase camp enrollment.
- Plan and execute special events at Fort Washington Camp.
- Act as the primary leader in the Director's absence, ensuring the successful delivery of engaging sports programming at both locations.
- Ensure compliance with RPC and NYC parks protocols, policies, and regulations.

Supervisory responsibilities include, but are not limited to:

- Supervisor 1 – 2 staff members at the camp grounds and 1 administrative assistant based in the office.
- Provide oversight and support to staff, ensuring high-quality program delivery and participant engagement.
- Manage staff time cards, scheduling and assignments. Initiate or assist with mediation or disciplinary processes as necessary.
- Participate in the staff evaluation process and maintain written records on staff performance. Provide regular feedback as needed.
- Ensure staff complies with RPC and NYC Park's protocols, policies, and regulations.

Qualifications

Required

- Bachelor's degree or 4+ years of equivalent work experience, ideally in youth development, youth programming, after-school or summer camps, education, or social work.
- 2–3 years of supervisory experience in youth services, retail/customer service, or 1–2 years in camp leadership or youth programming.
- Strong computer proficiency, including database management, Microsoft Office (Excel), Google Suite, and email.
- Ability to recruit, screen, and train youth workers.
- Strong interpersonal skills with the ability to build relationships with teens, staff, parents, and community members.
- Ability to work independently and make programmatic decisions as needed.
- Flexible schedule during peak camp season, including early mornings, weekend availability, and late nights for special events and recruitment efforts.
- Ability to work outdoors in various weather conditions.

Preferred

- Bilingual in Spanish.
 - 1–3 years of nonprofit experience.
 - Valid driver's license.
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To Apply: Submit your **resume and cover letter** via e-mail to sports@riversideparknyc.org with "Assistant Director" in the subject line.

Rate: \$21.98/hour to \$27.47/hour (approximately \$40,000 - \$50,000 annually), commensurate with experience.

We offer a competitive compensation package, which includes medical, dental, vision, and disability insurance, 401(k)+match, commuter benefits, flexible spending, and generous paid leave.

Riverside Park Conservancy is committed to fostering an inclusive and respectful environment for all applicants and employees. We recognize the importance of diversity and offer equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, height, weight, or any other characteristic protected by federal, state, or local laws.