

**Position:     ATHLETICS SITE SUPERVISOR**  
**Civil Service Title: Recreation Site Facilitator I (c6145)**

**September 15, 2014**

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**Main Function:**

The Athletics Site Supervisor oversees the daily operations and activities of an active NORDC Playground.

**Reports to:** *NORDC Athletics District Manager*

**Duties:**

- Reporting to work on time and remaining on site during posted/scheduled playground/park hours – rain or shine;
- Opening, closing, and securing the park/playground according to schedule and as needed;
- Keeping playground/park shelter area safe, clean, and presentable by performing daily and weekly custodial work as scheduled and additional work as needed;
- Taking daily attendance and reporting weather conditions at their playground/park as well as submitting required reports, worksheets and records as requested by the District Manager;
- Being responsible for all facility conditions and needs, including but not limited to concession areas, at all times;
- Being responsible for restroom and facilities being clean and fully stocked at all times and submitting maintenance stock requests as needed in a timely manner;
- Reporting supply, equipment, security, and playground facility needs to District Manager and providing follow-up to ensure resolution;
- Enforcing all NORDC rules and regulations to ensure safety of all patrons and proper conduct on the part of all users of the facility for all activity at their playground/park site during assigned hours;
- Communicating with NOPD for all serious accidents/incidents and contacting the appropriate District Manager and NORDC executive staff immediately following any and all accidents/incidents requiring NOPD involvement;
- Completing accident/incident reports accurately and submitting NORDC offices no later than 24 hours after the occurrence;
- Supervising and maintaining park/playground facilities, office space, and all NORDC equipment including but not limited to footballs, basketballs, soccer balls, volleyballs, bats, portable goals, etc.
- Being responsible for posting NORDC promotional materials throughout the playground/park as directed;
- Public/community engagement to recruit volunteer coaches, parents, and youth participants;
- Verifying athletic programming eligibility of all participants of any athletic programming available at the assigned park/playground;
- Maintaining all required participation documentation for all youth who participate in structured athletic activities of the park/playground;
- Maintaining positive representation of NORDC at all times, in writing and while speaking with members of the community and/or NORDC employees;
- Submitting an evaluation of the playground/park athletic program and related special events and field trips as scheduled;
- Assisting with and participating in the planning, organizing, supervision, and implementation of daily recreational activities and programs, including but not limited to summer playground/park programming;
- Setting up and breaking down equipment, tables and chairs for recreation programs, and special events as directed;

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- Conferring with management and interacting with the public to resolve all customer complaints and concerns in a timely and professional manner, as directed;
- Wearing NORDC uniform during work hours and/or scheduled events; and
- Performing other relevant duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge and astute awareness of various recreational activities, programs, principles and practices, including applicable athletic rules and field of play dimensions
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Knowledge of NORDC policies and procedures
- Ability to work independently in the absence of direct staff supervision
- Ability to establish and maintain effective work relationships with staff, patrons, and individuals from diverse backgrounds
- Physical ability to stand for the duration of the shift, use the necessary tools and supplies
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

**Employment Requirements:**

- Must maintain an Orleans Parish domicile
- High school graduation AND
- **EITHER:** Successful completion of thirty (30) semester hours from an accredited college.
- **OR:** Permanent or probationary status as a Recreation Leader Assistant and one (1) year of experience in that classification with NORDC.
- **OR:** Two (2) years of experience instructing individuals or groups in either a recreational or educational setting.

**Compensation:**

Base Wage:     \$11.38/ hour

Work Week:     20 OR 30 hours per week, subject to flex time. Benefit package for 30 hrs/week staff.