

Position: ATHLETICS DISTRICT MANAGER
Civil Service Title: Recreation Athletics Manager I (c6148)

Main Functions:

The Athletics District Managers oversee the daily operations and activities of a portfolio of up to fifteen active NORDC Playgrounds.

Reports to: *NORDC Athletics Director*

Duties:

- Being responsible for the conditions and needs of all parks/playground within the applicable District;
- Ensuring that parks/playgrounds in the applicable District are safe, clean, and presentable;
- Recruiting an Athletic Site Supervisor for each park/playground and provide hiring recommendations;
- Providing guidance, training, and supervision to a team of Athletic Site Supervisors;
- Visiting each park/playground within the District a minimum of two (2) times per week;
- Procuring supplies and equipment as needed for each park/playground;
- Reporting park/playground facility needs to Maintenance Division and follow-up to ensure resolution;
- Planning, organizing, supervising, and implementing daily recreational activities and programs, including but not limited to summer playground/park programming;
- Enforcing all NORDC rules and regulations to ensure safety of all staff, patrons, and users of parks/playgrounds;
- Verifying immediate contact with NOPD and NORDC executive staff immediately following any and all accidents/incidents requiring NOPD involvement;
- Performing various office and clerical functions, and completing all administrative work in a timely manner;
- Preparing a variety of reports, letters, and memoranda, as well as program and work schedules;
- Assisting in the development and preparation of grants, brochures, newsletters and other promotional materials;
- Ensuring that all equipment and supplies are properly stored and cared for;
- Conferring with management and interacting with the public to resolve all customer complaints and concerns in a timely and professional manner, as directed; and
- Maintaining positive representation of NORDC at all times, in writing and while speaking with members of the community and/or NORDC employees;
- Wearing NORDC uniform during work hours and/or scheduled events; and
- Perform 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
- Extremely responsible, punctual, and detail oriented with notable organizational skills
- Knowledge of NORDC policies and procedures
- Ability to perform administrative duties
- Ability to effectively engage the public/community for various recruitment purposes
- Demonstrated leadership, managerial, and direction-oriented skills
- Basic computer literacy: ability to manage Word documents, Excel spreadsheets, and internet functions
- Ability to work independently in the absence of direct staff supervision, and manage multiple locations

Position: ATHLETICS DISTRICT MANAGER

Civil Service Title: Recreation Athletics Manager I (c6148)

- Ability to communicate well, inspire, and hold staff accountable to achieve results
- 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
- **EITHER:** A Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, or Performing Arts or related field.
- **OR:** High school graduation and four (4) years of experience in the coordination of recreational programs or recreation management.
- **OR:** Permanent or probationary status as a Recreation Leader II, Recreation Center Assistant II, or Recreational Site Facilitator II and two (2) years of experience in those classifications.

Compensation:

Base Wage: \$13.88/hour

Work Week: 30 hours per week, subject to flex time