

Position: RECREATION CENTER ASSISTANT

Civil Service Title: Recreation Center Assistant I (c6158)

Main Function:

The Recreation Center Assistant assists the Recreation Center Manager in the daily operations and activities of a NORDC Recreation Center.

Reports to: *NORDC Recreation Center Manager*

Duties:

- Reporting to work, clocking into/out of ADP, and remaining on site as directed by the approved work schedule;
- Maintaining positive representation of NORDC at all times, in writing and while speaking with members of the community and/or NORDC employees;
- Enforcing all NORDC and recreation center rules and regulations to maintain discipline and ensure safety of all patrons;
- Opening and closing facility according to scheduled hours of operation;
- Monitoring recreation center safety, cleanliness, and overall appearance by performing daily and weekly custodial and maintenance work and inspections as scheduled and needed;
- Completing daily time, attendance, participation and inventory forms/logs, providing customer service, answering phone calls as well as performing various office and clerical functions as assigned by the Recreation Center Manager;
- Monitoring all facility conditions and needs, including but not limited to concession areas, at all times to identify maintenance needs;
- Serving as attendant for special events within recreation centers as scheduled;
- Reporting supply, equipment, maintenance, security, and recreation center needs to Recreation Center Manager and providing follow-up to ensure resolution;
- Completing accident/incident reports accurately and submitting in a timely manner to NORDC offices within 24 hours of occurrence;
- Supervising and maintaining the recreation center, exterior surrounding areas of the recreation center, office space, and all NORDC equipment including but not limited to basketballs, volleyballs, etc.
- Setting up and breaking down equipment, tables and chairs for recreation programs and special events as directed;
- Conferring with management and interacting with the public to resolve all customer complaints and concerns in a timely and professional manner, as directed; 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
- Knowledge of Microsoft Office programming, including but not limited to Word, Publisher, Excel and Outlook, as well as internet navigation
- Ability to perform administrative duties
- Knowledge of NORDC policies and procedures
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision

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- 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:

- 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.
- Must maintain an Orleans Parish domicile

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.