

**Position: RECREATION CENTER MANAGER**

**Civil Service Title: Recreation Center Manager I (c6117)**

**October 2, 2014**

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**Main Function:**

The Recreation Center Manager conducts responsible professional work planning, scheduling, directing and supervising of all activities in and around a multi-purpose recreation center complex.

**Reports to:** *NORDC Recreation Centers Director*

**Duties:**

- Facilitating and coordinating the schedules for various free play athletic activities such as, basketball, gymnastics, boxing, badminton, volleyball, etc. within an assigned facility;
- Supervising and organizing daily activities and special events within various center facilities such as, tennis courts, gymnasium, swimming pool, and multi-purpose rooms;
- Facilitating and coordinating the schedule and activities in dramatics, music, dancing, and arts and crafts;
- Supervising other recreational activities such as cultural programming activities, aerobic exercises, plays, storytelling, puppet shows, etc.
- Using excellent customer service skills establishing and maintaining effective working relationships with other employees, officials, and the general public;
- Meeting with community groups, booster clubs, and individuals to facilitate and promote the use of center facilities and programs.
- Compiling, preparing, and maintaining various statistical data, reports, and records on center facilities utilization and making recommendations for improved participation;
- Coordinating facility and equipment maintenance needs;
- Overseeing and maintains the supplies and equipment inventory for the facility;
- Preparing, administers, and monitors center budget.
- Training, supervising, evaluating and scheduling subordinate personnel assigned to the center; and
- Performing related duties as required.

**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
- 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

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**Employment Requirements:**

- **EITHER:** A Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, or Performing Arts or a related field. Official college transcript or diploma indicating major from an accredited college or university must be presented within two (2) weeks of application.
- **OR:** A high school diploma and four (4) years of experience in the coordination of recreational programs or recreation management. Official high school transcript, GED or diploma must be presented within two (2) weeks of application.
- **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.
- Must maintain an Orleans Parish domicile.

**Compensation:**

Annual Base Salary: \$28,882 plus City of New Orleans benefits package

Work Week: 40 hours per week, subject to flex time

**Apply to:**

Please forward your resume by email to: [mjwebster@nola.gov](mailto:mjwebster@nola.gov)