

Position: RECREATION CENTER MANAGER (Lafitte Greenway)

Civil Service Title: Recreation Center Manager III (c6119)

February 1, 2017

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 Chief Programming Officer*

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:** Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, Performing Arts or a related field and two (2) years of experience in the coordination and/or administration of community services or recreational programs. Official college transcript or diploma indicating major from an accredited college or university must be presented within two (2) weeks of application.
- **OR:** Associates Degree or sixty (60) credit hours in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, Performing Arts or a related field and four (4) years of experience in the coordination and/or administration of community services or recreational programs. Official college transcript or diploma indicating major from an accredited college or university must be presented within two (2) weeks of application.
- **OR:** Permanent or probationary status as a Recreation Center Manager II and two (2) years of experience in those this classifications.
- **OR:** A high school diploma and six (6) years of experience in the coordination and/or administration of community services or recreational programs. Official high school transcript, GED or diploma must be presented within two (2) weeks of application.
- Must maintain an Orleans Parish domicile.

Compensation:

Annual Base Salary: \$38,914 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: cnbrown@nola.gov