

**Position: PROGRAM ASSISTANT/LIAISON**

**Civil Service Title: Recreation Programming Assistant (Cc6149)**

**October 2, 2014**

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**Main Function:**

The Program Assistant/Liaison performs a variety of duties relative to daily programmatic administrative, support tasks and facility set-up for NORDC. Position performs routine and non-routine tasks requiring considerable on-the-job training and/or specialized skills. Jobs at this level may require some discretion in judgment, analysis, and decision-making.

**Reports to:** *NORDC Recreation Programming Manager*

**Duties:**

- Conducts a variety of program activities for youth, families, teens, or divisions;
- Coordinates and assists with programs at facilities, in the parks, at recreation centers or other community facilities;
- Orders supplies for the departmental division assigned to;
- Assists in training and placement of temporary employees and volunteers;
- Distributes program promotional material and utilizing social media for promoting programs;
- Involves self with community agencies related to NORDC programming;
- Develops partnerships for programmatic activities and/or expansions;
- Develops and maintains relationships with schools and Neighborhood Associations;
- Attends meetings and acts as a liaison between NORDC, schools, neighborhoods, and organizations, along with current and potential programming partners;
- Executes room set ups, including arranging furniture, setting up audio visual and recreational equipment and assisting with last-minute room set up changes;
- Maintains and/or assists in maintaining NORDC aesthetics including detailing, vacuuming, cleaning tables and equipment and performing sundry trash pick-up;
- Identifies maintenance concerns and submits work orders for repairs;
- Assists with the preparation of various programming reports;
- Works cooperatively following directions of lead Recreation staff;
- Explains and enforces all safety and procedures and regulations;
- Prepares incident reports, registration forms, work order requests as instructed, and other types of paperwork;
- Provides assistance and support to program staff and participants as needed; and performing related duties as required.

**Knowledge, Skills and Abilities:**

- Knowledge and astute awareness of various recreational activities, programs, principles and practices, including applicable piano instructional disciplines
- 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, as needed
- 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
- 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 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:**

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

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