



**Position: TRANSIENT OUTDOOR ACTIVITY ASSISTANT**

**Civil Service Title: RECREATION LEADER ASSISTANT (c6120)**

**Date: April 12, 2019**

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**Main Functions:**

The Transient Outdoor Activity Assistant performs general work associated with instructing one or more outdoor activities for youth and teen summer camps, as well as the general public, including but not limited to canoeing, fishing, geocaching, survival skills, teambuilding, and nature walks.

**Reports to:** *NORD Outdoor Field Trip Coordinator*

**Duties:**

- Working with a team of other outdoor activity assistants to provide field trips for summer camps across New Orleans at Joe W. Brown Park, accommodating up to 50 children or teens per day-long session;
- Providing outdoor recreation instruction for rotating youth summer camp and teen career camp groups, which involves executing detailed lesson plans;
- Assisting operations of Open Canoeing and Fishing every Saturday by facilitating community involvement and learning of basic fishing and paddling skills in the lagoons and canals at Joe W. Brown Park;
- Assisting the Outdoors Field Trip Coordinator as well as various camp directors and counselors on a daily basis by supporting field trip logistics and accommodating the unique needs of each summer camp;
- Enforcing and ensuring all campers follow the discipline protocol;
- Providing a safe and supportive learning environment for all participants;
- Assisting with the control of camp environment while identifying individual camper needs;
- Working with the Outdoors Programs Manager and other NORD staff to enrich the experience of outdoor programs for all participants;
- Effectively communicating with participants, parents/guardians, and the general public: answering questing effectively and appropriately and following up with patrons;
- Explaining and enforcing all safety regulations and procedures;
- Setting up and breaking down needed equipment as required prior to and after field trips and programming;
- Inspecting equipment and facilities used on a regular basis to ensure safety and cleanliness and reporting discrepancies to the appropriate NORD staff;
- Maintaining current and accurate paperwork including but not limited to rosters, emergency contact, incident reports, work orders, attendance records, and time cards, being sure to update on a daily basis or as needed;
- Communicating effectively with the departmental division regarding safety as well as improvements to efficiencies and services provided; and performing other relevant duties as assigned.



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**Knowledge, Skills, and Abilities:**

- Must be able to conduct outdoor activities in the summer heat for extended periods of time to accommodate summer camp field trips
- Experience working with children, teens, and adults of all ages preferred
- Demonstrated ability to be a team player
- Must be comfortable working outdoors
- Knowledge and astute awareness of various recreational activities, programs, principles, and practices
- Ability to perform administrative duties as needed
- Extremely responsible, reliable, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to maintain effective work relationships with staff, patrons, and individuals from diverse backgrounds
- Ability to understand and follow oral and written instructions
- Ability to represent NORD in a professional and courteous manner

**Employment Requirements:**

- High school graduation
- Must maintain an Orleans Parish domicile

**Compensation/Status:**

- Base Wage: \$11.24/hourly NON-EXEMPT
- Work Week: Tuesday – Saturday, 20 hours/weekly