

Position: TRANSIENT OUTDOOR ADVENTURES COORDINATOR

Civil Service Title: RECREATION ACTIVITIES COORDINATOR (c6122)

Date: March 20, 2018

Main Functions:

The Transient Outdoor Adventures Coordinator serves as team leader for the implementation and execution of outdoor activities for youth and teen summer camps, as well as the general public, including but not limited to canoeing, fishing, survival skills, geocaching, teambuilding and nature walks at Joe W. Brown Park.

Reports to: *NORD Outdoor Program Manager*

Duties:

- Executing and leading outdoors-oriented field trips for summer camps across New Orleans at Joe W. Brown Park, accommodating up to 50 children or teens per day-long session;
- Working with Outdoor Programs Manager to supervise and lead a team of outdoor activity assistants who provide ground-level instruction for all participants
- Preparing a weekly work and activity schedule for all outdoor activity assistants and placing assistants where their outdoors skills are best suited;
- Overseeing operations for Open Canoeing and Fishing every Saturday, which are activities that facilitate community members learning basic fishing and paddling skills in the lagoons and canals of Joe W. Brown Park;
- Coordinating with various camp directors and counselors on a daily basis to confirm field trip bookings, set up logistics and accommodate special needs;
- Collaborating with Outdoor Programs Manager to provide a two-week, specialized training based on program offerings to all outdoor activity assistants;
- Implementing discipline protocol and managing behavior of all campers;
- Effectively communicating with participants, parents/guardians, and the general public: answers questions effectively and appropriately and follows up with patrons;
- Inspecting equipment and facilities used on a regular basis to ensure safety and cleanliness and reports discrepancies to the appropriate NORD staff;
- Evaluating staff, resolving staff conflicts and creating rainy day alternative schedules; and performing other duties as assigned.

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



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- 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:

- EITHER: A Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, or Performing Arts

OR: A Bachelor's degree and nine (9) months of full time experience in recreation event planning, the recruitment and coordination of volunteer staff, or in the coordination of recreational activities.

Compensation/Status:

- Base Wage: \$14.96/hr NON-EXEMPT
- Work Week: Monday – Friday: 8:30am – 5:30pm (40 hrs/week, subject to flex time)
hours may be subject to flex time for scheduled event(s)
- Work Period: May 21, 2018 through August 17, 2018