



Position: **TRANSIENT OUTDOORS FIELD TRIP COORDINATOR**

Civil Service Title: RECREATION ACTIVITIES COORDINATOR (c6122)

Date: May 20, 2020

Main Functions:

The Transient Outdoors Field Trip 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, teambuilding, and nature walks at Joe W. Brown Park.

Reports to: *NORD Outdoors Programs 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;
- Providing outdoor recreation instruction for rotating youth summer camp and teen career camp groups, which involves executing detailed lesson plans;
- 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 outdoor skills are best suited;
- Overseeing operations for Open Canoeing and Fishing program every Saturday at Joe W. Brown Park by facilitating community member involvement in activities and lessons in basic fishing and paddling;
- Coordinating with various camp directors and counselors daily to confirm field trip bookings, set up logistics and accommodate unique camp needs;
- Collaborating with Outdoors 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 reporting 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
- 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

Minimum Qualifications:

- 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: \$16.52/hr NON-EXEMPT
- Work Week: Tuesday – Saturday: 8:00am – 5:00pm (40 hrs/week, subject to flex time)