

Coquille Parks & Recreation Adult Program & Concession Coordinator

Coquille Parks & Recreation is seeking an Adult Program & Concession Coordinator to be responsible for the management of all concession stands, along with the coordination of several part-time staff, and delivering a variety of recreation programs & leagues. The main tasks and responsibilities of this position include, but are not limited to, planning, coordinating, programming, and implementing activities and events, and providing exceptional service to all participants at Recreation District #14 of St. Tammany Parish. Furthermore, our goal is to provide quality concession services to visitors, spectators, and participants with friendly, courteous service in a clean and affordable manner. Under the immediate supervision of the Assistant Director of Finance & HR, the Coordinator is responsible for the full operation and fiscal accountability of all concessions for the park. This is a fast-paced role that requires strong critical thinking skills with high attention to detail.

Essential Functions & Responsibilities

Programming:

- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Communicate professionally with all evening Managers on Duty & facility staff.
- Create and recommend policies and procedures relating to recreation programming and activities, and interpret, apply, and enforce all park policies and procedures.
- Develop and execute short-term and long-term goals and objectives for offerings.
- Ensure patron safety during event set up and disassemble areas in coordination with facility staff.
- Implement a comprehensive recreation program, make proper safety decisions, oversee scheduling concerns, settle disputes, handle program eligibility questions, negotiate various contracts and oversee program budgets.
- Manage complaints and solve problems, provide customer service, and negotiate outcomes with parents, guardians, participants, and park visitors.
- Monitor registration of programs, assess feasibility and public interest, cancel/postpone programs as needed and submit periodic reports on programs and activities.
- Navigate various computer software programs, including Microsoft Office products, registration software, and other applications.
- Operate under the general supervision of the Assistant Director of Finance & HR, with direct supervision of part-time subordinates that assist in direction of after hour program activities.
- Perform manual work for an extended period under varying climatic conditions.
- Periodically attend performance meetings and audit visits to review reports, and for compliance with policies and procedures.
- Plan, coordinate, and execute all adult recreational programs and leagues.
- Prepare purchase requisitions for all required professional services, activities, events, and supplies, and maintain personnel and administrative records and reports.

Concessions:

- Assign duties to concession workers & managers nightly, in addition to regular responsibilities.
- Complete inventory reconciliation spreadsheets daily, weekly, and monthly while maintaining accurate, correlating readings in Square POS system.
- Ensure proper set-up of all concessions locations prior to opening doors.
- Guarantee concession stands operate in strict compliance with safe food handling and preparation practices and sanitation rules.
- Hire, train, schedule and discipline all Concession staff in compliance with all labor laws.

- Order products from qualified vendors and adhere to partnership arrangements. All purchases must be in accordance with District procurement policies and procedures, and all invoice requests for payments must be submitted accordingly.
- Prepare bank deposits within allotted business hours, or sooner, based on cash amounts.
- Procure updated signage displaying offerings, pricing, hours of operation as well as any required permit/license/warning postings.
- Provide an elevated level of oversight and operational expertise resulting in the smooth, efficient, and profitable execution of sales.

Special Events:

- Coordinate food vendors on property in compliance with local, state, and federal restrictions.
- Perform other duties as assigned by supervisor and park Executive Director.
- Work with Special Event & Recreation Coordinators on events during program downtime & be expected to help with other tasks in areas of the park as assigned.

Qualifications

- Ability to lift equipment and perform manual work for program set up.
- Bachelor's degree in recreation administration, organizational management, or a related field preferred, or equivalent work experience.
- Current CPR/AED & First Aid Certification or ability to attain within 90 days (park covers).
- Excellent organizational, written, and verbal communication skills with employees, volunteers, vendors, management staff and guests in a clear and professional.
- Maintain effective relationships with staff and the public to promote and maintain high morale and enthusiasm through supervision and programmatic planning.
- Must possess a valid Louisiana driver's license.
- Perform basic math functions as they relate to any existing or yet to be determined POS cash/credit transactions, cash reconciliation and product inventory.
- Possess thorough working knowledge of applicable sanitation requirements, food preparation guidelines, and safety standards.
- Strong customer service skills with the ability to effectively communicate and interact with diverse groups of individuals and patrons in a friendly and courteous manner.
- Working knowledge of money handling, and other computer software, including Microsoft Suite, Square/POS, scheduling & timekeeping systems, and registration software.

Benefits

- Flexible work schedules may vary based on events at the park.
- Medical, dental, life and vision insurance options are available.
- Paid time off and holidays provided.
- Professional development opportunities.
- Retirement plan with employer contribution.
- Salary range starting at \$41,600.00, or commensurate with experience.

The St. Tammany Parish Recreation District #14 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.