

## **Coquille Parks & Recreation Manager on Duty – Programs**

Coquille Parks & Recreation is seeking a dynamic and organized Manager on Duty to assist in the coordination and management of all programmatic functions, along with light administrative and maintenance duties for activities during assigned work shifts. This position reports directly to the Special Event & Program Coordinators.

### **Key Responsibilities**

- Adhere to assigned work schedule.
- Monitors the safety of all participants in all activity areas.
- Assist Concession Coordinator in daily reconciliation of inventory and cash deposits when open.
  - Includes verification of selected inventory & deposit amounts for each concession stand.
- Recognize and respond to all accidents, incidents, and emergencies.
  - Contact the appropriate emergency personnel, complete accident/incident report forms, and notify your direct supervisor and report what occurred.
- Enforce and interpret all facility and employee policies and procedures.
- Complete evening written reports and documents.
- Responsible for facility and equipment setups/breakdowns for programs and events.
- Perform light housekeeping and maintenance duties nightly.
- Execute all opening and closing procedures listed on checklist.
- Maintain a set of issued keys which are to be used in the fulfillment of duties.
- Assist events and programs with facility workers for any operational issues.
- Other duties as assigned by supervisors with flexibility to adapt to changing priorities and tasks.

### **Qualifications**

- Must be 18 years of age or older, with a high school diploma or equivalent.
- Ability to lift equipment and perform manual work for event set up.
- Ability to work on your feet for long periods of time.
- Current CPR/AED & First Aid Certification or ability to attain within 90 days (park covers).
- Basic mathematical and strong interpersonal skills.
- Must possess a valid Louisiana driver's license.

*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.*