

The River Mill Center
Coquille Parks & Recreation
Manager on Duty - River Mill & Special Events

Coquille Parks & Recreation is seeking a part-time and organized Manager on Duty position (up to 30 hours per week) requiring a flexible schedule, with primary availability needed for evenings & weekends. The role is responsible for the seamless execution of events, facility maintenance, and operational safety. This position reports directly to the Assistant Director of River Mill.

Key Responsibilities

- Manage the physical setup and breakdown of equipment, and materials for various programs and events.
- Maintaining appropriate level of customer service standards and execution of assistance during various events.
- Perform all opening and closing protocols with adherence to established checklists and security measures.
- Perform nightly housekeeping and maintenance duties to ensure the facility remains clean, safe, and professional for guests.
- Maintain custody of issued facility keys and ensure all access points are secured according to protocol.
- Monitor event spaces to ensure the safety and well-being of all participants and staff.
- Recognize and respond immediately to accidents, medical incidents, or emergencies; coordinate with emergency personnel as required.
 - Contact the appropriate emergency personnel, complete accident/ incident report forms, and notify your direct supervisor and report what occurred
- Interpret and enforce facility and employee policies to maintain a professional and compliant environment.
- Prepare detailed nightly reports and incident documentation for review by the direct supervisor.

Qualifications

- Must be 18 years of age or older with a high school diploma or equivalent.
- Ability to perform strenuous manual labor, including lifting and maneuvering semi-heavy equipment (tables, chairs, etc.), and the ability to remain on your feet for extended periods.
- Strong interpersonal skills for guest interaction and basic mathematical proficiency for financial reconciliation.
- Must possess and maintain a valid Louisiana driver's license.
- Must be able to work a flexible schedule including late-night shifts and weekends.

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.