

Coquille Parks & Recreation

Recreation Coordinator

The Recreation Coordinator will assist with the supervision of both part-time staff & independent contractors, in addition to facilitating a variety of recreational programs, leagues and activities for Coquille Parks & Recreation. The main tasks & responsibilities of this position include supporting the Assistant Director of Programs with regular planning, implementation & execution of all youth programs while providing exceptional service to all participants & guests of Recreation District #14 of St. Tammany Parish. This full-time, qualified individual will work directly under the supervision and assessment of the Assistant Director of Programs.

Key Responsibilities

- Directly assist with the completion of programming tasks and oversee daily items assigned by Assistant Director of Programs, including, but not limited to:
 - Ensure registrations for a variety of recreation programs, leagues and activities are up to date and data entered properly in program registration software.
 - Help with scheduling of program evaluations and following league drafts via thorough communication with parents, players & coaches.
 - Perform routine filing of documents and maintain system to ensure documents are easily accessible.
 - Refer or escalate concerns and complaints to appropriate supervisor with mindfulness.
 - Requisition of equipment, uniforms & supplies as needed for seasonal programs through communication with local vendors.
 - Serve as first line contact for all programming inquiries via in-person, email, and phone communications with exceptional customer service.
 - Tracking of ongoing activity & attendance information for reporting.
- Maintaining personnel & administrative records in accordance with Business Office while coordinating the hiring, training, and scheduling of seasonal scorekeepers & sports officials.
 - Additionally assist with supervision of 4-6 part-time Managers on Duty that have oversight of weekend & evening program activities.
 - Regularly update staff & coach certification files to ensure compliance with general park coach & parent codes of conduct.
- Ensure patron safety through enforcement of park rules, policies & procedures.
- Other duties as assigned by the park Executive Director and direct supervisor.

Qualifications

- Ability to maintain effective relationships with staff and the public to promote and maintain high morale and enthusiasm.
- Able to lift equipment and perform manual work as needed for program set up.
- Bachelor's degree in recreation administration or a related field preferred, or equivalent work experience with programmatic planning accepted.
- Capable of working independently, and collaboratively in a team environment.
- Current CPR/AED & First Aid Certification or ability to attain within 90 days (park covers).
- Excellent organizational, written, and verbal communication skills with vendors & coworkers.
- Familiarity with Microsoft Suite, and scheduling & registration software a plus.
- Must possess a valid Louisiana driver's license.
- Strong customer service skills with the ability to effectively communicate and interact with diverse groups of individuals and patrons in a friendly, courteous, and professional manner.

Benefits

- Competitive hourly rate, starting at \$21.00/hour or commensurate with experience and performance.
- Flexible work schedules may vary based on the program event calendar.
- Health, dental, life and vision insurance options are available.
- Paid time off and holidays provided.
- Professional development opportunities.
- Retirement plan with employer contribution.

The Recreation District #14 of St. Tammany Parish 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.