



OPEN POSITION

FULL-TIME ATHLETIC COORDINATOR

Department Name: City of Gretna Parks & Recreation
Normal Work Schedule: Monday through Friday, 1:00PM to 9:00PM
(Occasional Saturdays and Sundays, seasonal sports)

Essential Functions:

1. Schedule, coordinate and supervise all games in Department.
2. Schedule, coordinate and supervise officials and umpires for games in Department.
3. Schedule, coordinate and supervise fields in the Department
4. Schedule, coordinate and supervise athletes and coaches in the Department
5. Recruit coaches and players for the program.
6. Perform maintenance on playing fields occasionally.
7. Self-motivated, ability to work independently to complete daily tasks.
8. Assist citizens in person and on the telephone in a professional manner.
9. Answer telephone calls in a professional manner.

Computer Equipment and Software:

Must be proficient with Desktop computer, scanner, printer, Outlook, Word, Excel

Machines, Tools, Equipment and Work Aids:

Occasional operation of 0 degree turning lawn mower, push lawn mower, weed-eater, shovel, rake, wheel barrow, mop, broom, pressure washer, pick-up truck.

Job Requirements:

Minimum Education: High school education diploma or GED

Minimum Experience: 1 year Recreation Environment Coordinating/Supervising Athletic activities, supervising the coordination of athletic events and events.

Valid Louisiana Drivers' License: Required

Must be able to successfully pass Criminal Background Check

Benefits:

Free Medical, Dental & Vision;
Retirement Program

Send Resume': gturner@gretnala.com

