

Assistant Recreation Coordinator

This is a full-time role for an Assistant Recreation Coordinator at City of Gretna, Louisiana. The Assistant Recreation Coordinator will be responsible for preparing parks for events, manicuring sports fields, ensuring successful operations of recreational programs, scheduling of officials, and promoting outdoor recreational activities. Previous experience in dragging, marking, and preparing baseball, soccer and football fields is a plus.

Additional duties include general park maintenance, lawn care, light janitorial, and up-keep of recreational sites. This is an on-site role located in Gretna, LA.

Work hours are predominantly Monday-Friday from Noon-8pm but this varies depending on sports season. Weekend work may be required at times.

Qualifications

1. Recreation and Outdoor Recreation skills
2. Excellent communication skills
3. Ability to work in a team.
4. Strong organizational and time management skills.
5. Experience in coordinating recreational programs.
6. CPR and First Aid certification within 1 year of employment
7. Basic computer skills
8. Experience working with diverse populations.
9. Previous field/court maintenance skills
10. Strong communication skills
11. Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
12. Louisiana Driver's License
13. Ability to pass background check and drug test.

Benefits

1. Dental insurance
2. Employee assistance program
3. Health insurance
4. Life insurance
5. Paid time off
6. Retirement plan
7. Vision insurance
8. Overtime opportunities

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