New Orleans Recreation Development Commission

Job Title:	**Athletic Director (AD)**	**Job Category:**	Classified
Department/Group:	New Orleans Recreation Development Commission (NORDC)	**Job Code/ Req#:**	Recreation Coordinator II (C6124)
Location:	New Orleans, Louisiana	**Travel Required:**	Limited
Level/Salary Range:	Director $39,894	**Position Type:**	
HR Contact:	Mary-jo Webster	**Date posted:**	July 30, 2013
Will Train Applicant(s):	Onboarding provided	**Posting Expires:**	August 16, 2013
External posting URL:	http://www.nola.gov/nordc/employment/		

Applications Accepted By:

Fax or E-mail: (504) 658-3000 or mjwebster@nola.gov Subject Line: Athletics Director Applicant **Attention:** Mary-jo Webster, COO	**Mail:** Mary-jo Webster New Orleans Recreation Development Commission 800 Race Street New Orleans, La 70130

Job Description

Purpose:

The Athletic Director (AD) is responsible for planning, organizing, supervising, and evaluating athletic programming in order to provide diverse recreational opportunities for individuals and groups of all ages. The AD leads a team of Managers and support staff, and maintains effective relationships with partner organizations and community leaders. Responsible to effectively implement strategy and tactics as developed by NORDC leadership.

Level of Authority:

The AD reports directly to the Chief Program Officer (CPO). The AD performs duties effectively with only general direction; work is reviewed periodically by NORDC leadership, who may provide instructions or guidance in managing unusual circumstances.

Essential Functions:

- Work closely with the CPO and other NORDC leaders to implement short-term and long-term program plans and objectives aligned with NORDC's strategic plan.
- Plan, promote, organize, schedule, and supervise youth and adult leagues for all athletic programs including football, basketball, volleyball, soccer, and softball.
- Plan, promote, organize, schedule, and supervise non-league programs such as classes, workshops, open gyms, and community special events.
- Coordinate activities with schools, leagues, and other agencies as required; Instruct, coach, and interpret rules of particular athletic area as required, ensuring a high standard of performance**.**
- Ensure compliance on all policies and regulations; recommend changes or additions to policies and practices; effectively inform and train staff regarding new or revised policies and practices.
- Oversee the preparation of work schedules; ensure adequate staffing is in place for all day parts; revise work schedules and assignments as needed.
- Stay informed on all organizational, personnel and supply issues; evaluate the efficiency of program activities; make recommendations for changes and improvements for program standards and workforce requirements.

- Monitor division budgets, ensuring that they utilize NORDC's resources productively and efficiently; submit financial and performance reports on a timely basis.
- Maintain accurate records such as attendance, revenues, expenditures, and staff time sheets. Submit reports in a timely manner as required.
- Ensure proper care and storage of recreational equipment and supplies; collaborate with the Maintenance Director to ensure proper care of facilities.
- Utilize assessment tools to track progress towards goals and keep CPO apprised of performance measurements and opportunities.
- Support the training, development, and performance management of division staff; keep CPO apprised of personnel issues.
- Participate in cross-collaboration with other Department Directors and teams.
- Identify best practices and procedures in varied work situations, use sound and independent judgment in daily job responsibilities.
- Provide effective leadership and motivation for division staff through the use of sound principles of management and supervision
- Create and actively promote a safe, comfortable, and welcoming environment where every employee and member of the public is treated with dignity and respect
- Anticipate and respond to the community's needs and requests; function as liaison for NORDC; develop and maintain open communications and positive relationships with community leaders.

Additional Job Functions:

- As directed, perform park-related functions, such as conduct inspections, studies and assessments.
- May perform portions of the work of higher classified positions occasionally, as assigned.
- Participate in agency-wide activities and programs.
- Perform other related duties as required or directed.

Qualifications:

- A B.A. or B.S degree from a college or university with major course work in parks and recreation.
- Five years of combined experience working with recreational programs comparable to programs offered by the City
- Considerable knowledge of the objectives and principles of public recreation, including a thorough understanding of activities which make up a community recreation program.
- Maintain professional knowledge through journals and seminars, as directed.
- Must possess a valid Louisiana State license.
- Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
- Will be required to obtain a first-aid/CPR card.