New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE **ENTRANCE SALARY**: $34,368 PER YEAR

RECREATION COORDINATOR I (WILDERNESS PROGRAM)
(CLASS CODE 6123)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Responsible professional level work under general supervision in planning, organizing, and leading the development and implementation of a wide range of programs providing structured educational and recreational outdoors programming to youth, teens, and adults. Work also includes:

- Developing and managing high quality, creative programming that provides opportunities for New Orleanians of all ages to acquire outdoors skills and environmental education. Outdoor Skills include canoeing, kayaking, fishing, water safety, camping, and ropes course. Environmental education includes basic ecological concepts, regional/local concerns, wetlands preservation and other urban environmental issues, and awareness of local animal and plant species.
- Administering a budget and maintaining accountability for all reports, reconciliations, and expenditures.
- Planning, scheduling, and coordinating all NORDC outdoors programming.
- Planning, scheduling, and coordinating a comprehensive program of outdoors experiences at NORDC facilities and other local venues.
- Accurately tracking programming data and producing reports as needed.
- Supervising, training, and approving payroll for Wilderness Program staff.
- Managing procurement in accordance with City and NORDC policies.
- Collaborating with NORDC Marketing Director to ensure that all marketing collateral are accurate, timely, and professional.
- Collaborating with NORDC Recreation Centers Director to plan and coordinate logistical details for multiple events.
- Collaborating with the NORD Foundation to secure funding through grants, sponsorships, and partnership agreements.
- Interacting with local, regional, and national outdoors and environmental organizations, and community organizations to establish robust partnerships and collaborations; and related duties as required.

Note: Employees in this classification may work a fixed 40 hours per week shift. Work may also include overnight and weekend camping trips.

MINIMUM QUALIFICATION REQUIREMENTS:

A valid driver's license **which must be presented at the time of application**.

AND EITHER: A Bachelor's Degree from an accredited college or university with a major in recreation, parks administration, leisure activities, health, physical education, environmental science, fine arts, performing arts or a closely related field **and** two (2) years of full-time professional recreation work with final responsibility for planning, coordinating, and implementing a complex, multi-faceted recreation program involving camping, backpacking, canoeing, or similar outdoor activities. Civil Service reserves the right to determine which activities are considered to be similar.

OR: A Bachelor's Degree from an accredited college or university **and** three(3) years of full-time professional recreation work with final responsibility for planning, coordinating, and implementing a complex, multi-faceted recreation program involving camping, backpacking, canoeing, or similar outdoor activities. Civil Service reserves the right to determine which activities are considered to be similar.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

ORIGINAL COLLEGE DIPLOMA SPECIFYING DEGREE OR OFFICIAL COLLEGE TRANSCRIPT MUST BE PRESENTED WITHIN TWO (2) WEEKS OF THE FINAL FILING DATE.

Related volunteer experience which can be documented by a recognized agency will be accepted at the rate of 40 hours of experience for each week of work. Applicants must submit a written statement from the volunteer agency specifying the number of hours worked and describing the duties of the job.

Employees hired into this position must obtain cardiopulmonary resuscitation (CPR) certification within one (1) month of hire. Original certification must be presented to NORDC Personnel.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will be given only for experience gained within the last ten (10) years.

This is an original entrance examination.

DOMICILE requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. **Criminal history will not automatically disqualify a candidate.**

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

AT

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.