

Craig Colwart

Chairman

Angelique Narcisse
Vice Chairman

City of New Iberia

Municipal Government Employees Civil Service

William Kyle
Member

Member

Marjorie Segura
Member



Posted: April 2, 2024

Announcement # 24-13

CONTINUOUS TESTING TO ESTABLISH AN EMPLOYMENT LIST
FOR THE POSITION OF:
RECREATION PROGRAMS COORDINATOR / \$15.20 PER HOUR

A PROMOTION/OPEN LIST WILL BE ESTABLISHED OF ALL APPLICANTS WHO HAVE PASSED THE APPLICABLE EXAMINATION(S).

EXAMPLES OF WORK:

Position is responsible for design, development, promotion, organization and conduct of recreation programs, as well as actively participating in programming, for a municipality. Oversees and participates in recreation program planning, assignment of resources, scheduling, coordinating activities for sports and leisure programs, including but not limited to softball, flag football, yoga, youth camp programs, fitness classes, etc. Assists in interviewing prospective recreation program specialist employees and other prospective employees associated with program implementation, makes recommendations for hire, assures training and orientation of new hires, evaluates performance, investigates allegations of misbehavior, recommends disciplinary actions if necessary. Performs related work as required.

MINIMUM QUALIFICATIONS:

High school completion or equivalent, basic bookkeeping and computer skills, and knowledge of recreational programs and activities are required. Supplemental college level course work in recreation or related field, substantial prior working experience in organizing a community recreation department, and knowledge of computer software, such as, WordPerfect and/or MicroSoft Word, Excel, and Publishers are desired. A valid Louisiana driver's license is required; and also must meet the general requirements of the City's auto insurance company.

Essential Functions: Tasks of the position requires normal vision, hearing speaking abilities, as well as keyboarding, driving, mobility and agility, and lifting up to 40 lbs.

- ▣ **Benefits offered: Partially paid hospitalization, paid holidays, annual leave, sick leave, and retirement.**
- ▣ **Applications may be obtained and must be submitted to the Municipal Civil Service Department, City Hall – Room 203, 457 East Main Street, in New Iberia.**
- ▣ **The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.**