



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Administrative Coordinator I
DEPARTMENT.....: Parks and Recreation
DIVISION.....: Recreation
CLASSIFICATION/GRADE.....: Administrative Coordinator I/104
REVISED.....: 07/2020
REPORTS TO.....: Director of Parks and Recreation
REVIEWED.....: 07/2020
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

This position is responsible for performing any and all clerical office work for Parks and Recreation Department. This position is under the direct supervision of the Director of Parks and Recreation.

BASIC FUNCTIONS:

1. General receptionist/secretarial duties of screening visitors, answering telephones, taking messages when necessary, answering inquiries when possible or directing to the proper individual within the department.
2. Offers assistance to callers and department visitors.
3. Assist in preparing department's payroll and deposits for Director's approval.
4. Typing, printing and distributing department correspondence.
5. Copying, faxing and scanning material and documents.
6. Maintain past and present files including but not limited to registrations, rosters, new hires, terminations and job status changes.
7. Provide clerical assistance to staff members as assigned by the Director.
8. Assist in preparing league schedules and revisions.
9. Maintain an up-to-date full-time and part-time employee roster for the department.
10. Assist in preparing team rosters.
11. Compile and process registrations received from walk-ins and online.
12. Ensure all volunteers have proper paperwork completed prior to being assigned duties.
13. Ensure all recreation participants have all paperwork properly completed before finalizing registration.
14. Verify Date of Birth (AS400) of each participant (where applicable) to ensure each participant is assigned to an age appropriate team and in the appropriate age group according to the guidelines of the program manual.
15. Compiles data for computer entry.
16. Any and all other job-related duties as assigned by supervisor.

OTHER REQUIREMENTS:

1. A high level of tact and integrity, due to frequency of high level of internal and external contacts and high degree of exposure to confidential information.
2. Must be willing to work amended and extended hours as assigned, including nights, weekends, and holidays to support the department's functions.
3. All Parish employees are required to complete Louisiana State Ethics Training annually.
4. Must possess a valid Louisiana Driver's License.

EDUCATION/EXPERIENCE:

1. High School Diploma or GED equivalent required.
2. Prior experience is a plus.
3. Experience with filing and other general office methods and practices is a plus.
4. Ability to use a variety of software packages, such as Microsoft Word, Outlook, Excel and PowerPoint is a plus.