

New Orleans City Park Full-time Job Vacancy Notice: Dog Park Coordinator



New Orleans City Park is seeking full-time Dog Park Coordinator to manage all NOLA City Bark activities and functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the development, implementation, and enforcement of policies and regulations regarding NOLA City Bark Dog Park.
- Is responsible for processing all permits which include: data entry, assigning security card codes, processing permit fees, activating and deactivating codes when necessary and maintaining records both as hard copy and on the computer.
- Is responsible for receiving inquiries from the website, including rule violations, answering inquiries or disseminating to appropriate person and keeping a record of all reported rule violations.
- Evaluates permit holders requests and complaints, and takes corrective action as needed.
- Edits *Bark Bits* newsletter and sends to permit holders.
- Assists with fund raising activities.
- Assists supervisor with the annual budget. Is responsible for the financial management of the NOLA City Bark dog park budget with regards to accounting records and transactions, purchasing, inventory, and supplies.
- Manages property and safety through maintenance of records, conducting periodic inventories and inspections, and by disposing of excess property and obtaining releases from property control for lost or stolen property.
- Assists with the development, evaluation, and implementation of procedures to determine the need for revisions to forms, guidelines, and policies regarding NOLA City Bark Dog Park.
- Consults with and assists safety coordinator in identifying, defining, addressing, eliminating, and resolving hazards and risks at the NOLA City Bark Dog Park.
- Organizes and maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.

EDUCATION REQUIREMENTS

- Three to five years related experience or equivalent combination of education and experience.
- Experience with budget development and monitoring a plus.
- Knowledge and familiarity with dog health and behavioral issues preferred.

*Apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or email your resume to hr@nocp.org.