

ADMINISTRATIVE COORDINATOR I

Quality of Life | Athletics and Leisure



JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Administrative Coordinator I is responsible for providing front-line administrative support by assisting visitors, managing communications, and ensuring accurate processing of registrations, records, and departmental documentation.

JOB OVERVIEW

PAY TYPE

Non-Exempt

SCHEDULE

Monday – Friday

Willing to work nights, weekends and holidays for scheduled events as needed.

SHIFT

8 a.m. – 4:30 p.m.

LOCATION

City Hall - Quality of Life Complex

REPORTS TO

Quality of Life Director

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Fast-paced, office-based setting that requires frequent interaction with staff, volunteers, and the public.

EMERGENCY EVENTS

Not required to work during emergency events.

REQUIREMENTS

Valid Louisiana Driver's License

In this role, the incumbent is required to provide daily front-line service, manage registrations and departmental records, prepare and process correspondence, maintain organized filing systems, assist with league documentation, and ensure all required participant and staff documentation is accurate and complete.

JOB DUTIES

- Provide front-line support by greeting visitors, answering incoming calls, responding to inquiries, and directing individuals to the appropriate personnel.
- Prepare, distribute, and process departmental correspondence, including letters, memos, and reports; operate office equipment such as copiers, fax machines, and scanners.
- Maintain organized and up-to-date filing systems for registrations, rosters, personnel records, and changes in employment status.
- Assist in the development and updating of league schedules, rosters, and related documentation.
- Process online and in-person registrations and rental requests using CivicRec software, ensuring accuracy and compliance with program guidelines.
- Verify participant dates of birth to ensure correct team assignments in line with program specifications.
- Assist in the payroll process by preparing reports and deposit documentation for managerial review and approval when needed.
- Track and update full-time and part-time staff rosters to reflect accurate employment status.
- Ensure all required documentation for participants and volunteers is completed and submitted prior to confirming registration or assignment.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Maintain a positive and professional attitude, offering support and guidance to team members and the public.
- **Time Management:** Ability in prioritizing tasks, meet deadlines, and managing multiple responsibilities in a fast-paced setting.
- **Analytical Skills:** Accurately process data, identifies inconsistencies, and apply sound judgment in resolving administrative issues.
- **Communication Skills:** Strong ability to communicate clearly and professionally, to ensure effective interaction with staff, vendors and the public in a friendly, professional, and customer-focused manner.
- **Organizational Skills:** Ability maintain efficient filing systems, schedules, and tasks so deadlines are consistently met.
- **Technical Skills:** Proficient in office software (Microsoft Office Suite), SharePoint, Planner, and specialized systems like AS/400 and CivicRec, and the ability to quickly learn and adapt to new technology applications.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.

