

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Laborer-General (Discovery Day Camp Staff)

**Job Category:** LTC (Labor, Trades, Crafts)

**Status:** Seasonal

**FLSA Status:** Exempt-Recreational (Hourly)

**Date of Announcement:** March 19, 2018

**Application Deadline:** Until positions are filled

Under the direction of the Recreation Supervisor and the Discovery Day Camp Director, the DDC leader performs the day-to-day operations of the Discovery Day Camp program. This position supports the Park Department staff in their efforts to provide and conduct various programs, events and activities within Goshen City Parks.

### **Essential duties and responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.*

- Assists in planning, organizing and implementing a variety of events and daily activities for campers ages 5-12.
- Responsible for providing a safe environment for children.
- Assists in preparing daily and weekly activities.
- Assists in opening and closing Day Camp facility.
- Maintains and cares for equipment.
- Responsible for keeping facility clean and neat.
- Assists in ordering supplies as needed.
- Performs other duties as assigned.

### **Requirements:**

- Must be at least 18 years old.
- Must be dependable and able to demonstrate good judgment in all situations.
- Must be able to relate well with children and adults.
- At least one year's experience with either elementary education or youth camps.
- Must have a valid driver's license.
- Must be available 05/20/2018 to 08/01/2018 approx.
- Current CPR certification or obtained by opening of camp.
- Knowledgeable in general First Aid.

### **Hours of Work:**

Monday through Friday, 7:00 am - 5:30 pm.

### **Rate of Pay:**

\$11.00/hour

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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