

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Parks & Recreation

Position: Laborer-General (Discovery Day Camp Assistant Coordinator)

Job Category: LTC (Labor, Trades, Crafts)

Status: Seasonal

FLSA Status: Exempt-Recreational (Hourly)

Date of Announcement: April 4, 2019

Application Deadline: Until position is filled

Under the direction of the Recreation Supervisor, the director manages 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.

- Responsible for planning, organizing and directing field trips, events and daily activities for campers ages 5-12.
- Responsible for providing a safe environment for campers.
- Must prepare and direct daily and weekly activities.
- Responsible for opening and closing Day Camp facility.
- Maintain and care for equipment.
- Responsible for keeping facility clean and neat.
- Inventory and order supplies as needed.
- Must have ability to supervise 4 to 5 staff persons.
- Responsible for the work schedules of the Day Camp leaders.
- Enforces all regulations pertaining to the health and safety of visitors, parents and campers.
- Administers first aid 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.
- Must have Bachelors degree in Education, Phys. Ed. or Nursing or pursuing such degree with related experience.
- Must have a valid driver's license.
- Supervisory experience preferred.
- Must be available 05/20/2018 to 08/06/2019 approx.
- Current CPR certification or must have by opening day of camp.
- Knowledgeable in general First Aid.

Hours of Work:

Approximately 29 – 40 hrs./week; varied shifts, Monday through Friday, 7:00 am – 5:30 pm. Saturday, July 13 required.

Rate of Pay:

Non-Specified, Laborer - General - \$13.00/hour

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free