

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Parks & Recreation

Position: Discovery Day Camp Lead (Program Leader-Discovery Day Camp)

Job Category: LTC (Labor, Trades, Crafts)

Status: Seasonal

FLSA Status: Exempt-Recreational (Hourly)

Date of Announcement: March 25, 2022

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 high quality recreation programs, events and facilities 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.

- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- 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.
- Assists in ordering supplies as needed.
- Supervise and participate with children during daily activities, off campus field trips and daily visits to the pool.
- Maintain accurate program records, including incident reports, logbook documentation and daily attendance.
- Prepare and direct daily and weekly activities.
- Responsible for staff scheduling and maintaining camper to leader ratio.
- Maintain constant surveillance of children during small group and large group activities.
- Mediate camper disputes.
- Learn and follow safety and emergency procedures.
- Learn and implement department policies and procedures.
- Responsible for opening and closing Day Camp facility.
- Maintain and care for equipment.
- Responsible for housekeeping; keeping facility clean and neat.
- Inventory and order supplies as needed.
- Responsible for training, managing, scheduling, and supervising the camp staff.
- Interact effectively with staff and patrons including responding to concerns and requests of patrons through providing outstanding customer service.
- Responsible for the work schedules of the Day Camp leaders.
- Enforces regulations pertaining to the health and safety of visitors, parents and campers.
- Administers first aid as needed.
- Performs other duties as assigned.

Minimum Physical and Mental Abilities:

- 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 Bachelor's 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 have the ability to recognize safety hazards and take the necessary measures to remedy them.
- Ability to sit and stand for long periods.
- Ability to exert physical effort with light to heavy lifting (60-100 lbs.) and routine stooping, kneeling, crouching, reaching, lifting and pulling; ability to climb and balance.
- Ability to learn, understand and implement State, County and municipal policy, procedures and ordinances.
- Must be available 05/16/2022 to 08/05/2022
- Current First Aid and CPR certification or must have by opening day of camp.

Environmental Adaptability:

- Ability to work indoors and outdoors in extreme temperatures and inclement weather for extended periods.
- Ability to work in high-energy environment.

Hours of Work:

- Monday through Friday, varied shifts between 6:30 am and 6:00 pm.
- Required for special events: Saturday, July 9 and Saturday August 13.
- Must be available 05/16/2022 to 08/05/2022

Rate of Pay:

\$17.00/hour

Grade 3

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

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