

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Program Leader

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

**Status:** Permanent, Part-time (up to 25 hours per week)

**FLSA Status:** Non-exempt, Covered

**Date of Announcement:** July 6, 2022

**Application Deadline:** Until position is filled

Under the direction of the Recreation Coordinator, this position assists the Recreation Department in the day-to-day operations of sports programs and facility maintenance. 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 Recreation Coordinator with recreational sports leagues. Assists in organization and supervision of sports league officials and scorekeepers.
- Maintains and cares for program facilities and equipment.
- Leads recreational programs, leagues, and special events.
- Works closely with other recreation providers, community groups, the media, public and staff.
- Registers the public for programs and becomes familiar with *all* programs.
- Gathers, organizes, distributes, and collects program equipment/materials as needed.
- Assists in the preparation of promotional materials, flyers, brochures, news releases, etc.
- Assists in coordinating volunteers as needed.
- Evaluates, reviews and refines programs.
- Maintains sports fields.
- Performs other duties as assigned.

### **Minimum Training and Experience Required:**

- High school diploma required. Bachelor's degree preferred, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Willingness to obtain all necessary training and certifications as provided by the department.

### **Special Requirements:**

- Must be available to work evenings and weekends.
- Must hold a valid driver's license.
- Must be at least 18 years of age or older.

### **Minimum Physical and Mental Abilities:**

- Ability to operate departmental equipment including power tools, field grooming tractor, mowers, hand tools, sports equipment, park vehicles.
- Ability to exert physical effort in light to moderate work; ability to lift and carry objects weighing up to 50 lbs.
- Ability to operate a variety of automated machines.

### **Language Ability and Interpersonal Communication:**

- Ability to prepare league schedules, receipts, memos, correspondence, and other job related documents.
- Ability to meet deadlines.
- Ability to communicate effectively with immediate supervisor, customers, other City employees and the public verbally and in writing.

**Environmental Adaptability:**

- Ability to work effectively in an office environment and at on-site locations of programs being exposed to extreme weather conditions.

**Rate of Pay:** Grade 3 as designated by current salary ordinance.

**Work Hours:**

Approximately 25 hours per week, evenings and weekends as needed for sports leagues

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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