

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Recreation Coordinator

**Scheduling:** 40 Hours per Week, Work Evenings & Weekends, when required

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

**Date of Announcement:** September 14, 2022

**Application Deadline:** Until position is filled

Under the direction of the Recreation Supervisor, the Recreation Coordinator manages the day-to-day programs and events. 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.*

- Assist Recreation Supervisor with organization and supervision of part-time employees.
- Coordinate and care for program facilities and equipment.
- Assist Recreation Supervisor with planning and implementing of recreational programs, camps, and special events.
- Works closely with other recreation providers, community groups, the media, public, staff, sponsors and benefactors.
- Registers the public for programs and becomes familiar with department offerings.
- Gathers, organizes, distributes, and collects program equipment/materials as needed.
- Assists in the preparation of promotional materials, flyers, brochures, news releases, etc. including compiling semi-annual program guide, maintenance of park's social media accounts and upkeep of digital sign.
- Coordinates volunteer personnel.
- Evaluates, reviews, and refines programs.
- Assists Superintendent and Recreation Supervisor with office responsibilities.
- Attends Park Board and Neighborhood Association meetings and prepares meeting agendas and packets.
- Assists with supervision and daily operations of Shanklin pool, pool staff training and receipts daily pool deposits.
- Assists in seasonal opening and closing of pool.
- Supervises development and daily operations of Discovery Day Camp, camp planning and staff training.
- Assists with annual reporting.
- Assists with hiring of seasonal employees.
- Researches and writes grants.
- Performs greenway and waterway trail inspections, maintenance and reporting.
- Assists with special projects.
- Participate in and assist with implementing and preparing for public meetings.
- Creates, organizes and oversees special events.
- Creates, organizes and oversees adult/youth sport leagues, camps and tournaments, classes and tournaments.
- 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.
- Must hold a valid driver's license.
- Willingness to obtain all necessary training and certifications as provided by the department.

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines.
- Ability to use and utilize departmental equipment.
- Ability to exert physical effort in light to moderate work involving routine standing, stooping, kneeling, crouching, reaching, lifting and pulling.
- Ability to lift and carry objects weighing up to 50 pounds.

**Language Ability and Interpersonal Communication:**

- Ability to prepare staff schedules, receipts, memos, correspondence, and other job related documents.
- Ability to meet deadlines.
- Ability to work under stressful conditions.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to communicate effectively.

**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:**

Up to \$25.35 per hour, as designated by current salary ordinance.

**➤ Work Hours:**

- Weekly hours will vary, depending on season and programming.
- Monday through Friday with 7:00 am – 4:30 pm being the regular workweek.

**POSITION WILL INCLUDE EVENINGS AND WEEKENDS**

Applications are required and are 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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