



Recreation Coordinator Position Description

Department: Parks

Position: Parks Recreation Coordinator

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-Time

FLSA Status: Non-Exempt

Date of Announcement: February 2, 2024

Application Deadline: Until position is filled

Job Summary:

Performs difficult duties of assisting the Recreation Supervisor with organizing and supervising part-time employees, coordinating and caring for program facilities and equipment. Assisting the Recreation Supervisor with planning and implementing of recreational programs, camps, and special events.

Essential Duties and Responsibilities:

The following duties are normal for this position. They 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 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 *all* programs.
- 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.
- Develops and executes daily operations of programs, classes, leagues, and events.
- Serves as point of contact for participants, spectators and public during programs, classes, leagues and events.
- Assists with annual reporting.
- Assists with hiring of seasonal employees.
- Researching and writing grants.
- 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.
- Performs other duties as assigned.

Minimum Training and Experience Required:

- High School Diploma or GED or equivalent and extensive experience; 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:

- \$27.55/hour *based on current salary ordinance*
- Grade 10 as designated by current salary ordinance.

Work Hours:

Hours vary Monday - Saturday depending on the season and active park programs with the regular work week being Monday - Friday, 8:00 a.m. - 5:00 p.m.

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