



## 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](http://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