

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Program Leader – Discovery Day Camp

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

**Status:** Seasonal

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

**Date of Announcement:** April 1<sup>st</sup>, 2023

**Application Deadline:** Until positions are filled

Under the direction of the Recreation Supervisor and the Discovery Day Camp (DDC) Director, the DDC leader performs 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.*

- Organize and implementing a variety of events and daily activities for campers ages 5-12.
- Responsible for providing a safe environment for children.
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
- Maintains and cares for equipment.
- Responsible for housekeeping; keeping facility clean and neat.
- Supervise and participate with children during daily activities, off campus field trips and daily visits to the pool.
- Assists in maintain accurate program records, including incident reports, logbook documentation and daily attendance.
- 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.
- Day camp programming off campus at multiple park locations – Traveling camp.
- Performs other duties as assigned.

### **Requirements:**

- 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 Bachelors 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 05/15/2023 to 08/04/2023
- Current First Aid and CPR certification or must have by opening day of camp.

**Hours of Work:**

- Monday through Friday, varied shifts between 6:30 am – 5:30 pm.
- Required for special events: Saturday, July 8 and Saturday August 12.
- Must be available 05/15/2023 to 08/04/2023

**Rate of Pay:**

Grade 3; \$16.17/hour

Applications are required and are available in Human Resources at 204 E. Jefferson, Suite 3, Goshen IN or online at [www.goshenindiana.org](http://www.goshenindiana.org), Click on “job opportunities”.

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