



Assistant Program Director
Position Description

Department: Parks & Recreation
Position: Assistant Program Director - Discovery Day Camp
Job Category: LTC (Labor, Trades, Crafts)
Status: Seasonal
FLSA Status: Exempt-Recreational (Hourly)
Date of Announcement: March 8, 2024
Application Deadline: Until position is filled

Under the direction of the Recreation Supervisor, the Program Director manages 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.

- Conduct opening and closing of the camp facility
- Learn and implement Camp, Park Department and City policies and procedures.
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- Responsible for planning, organizing and directing field trips, events and daily activities for campers ages 5-12. Arrange and assign field trip groups to staff, ensure accurate arrival and departure times.
- Responsible for providing a safe environment for campers.
- Become familiar with, execute and lead emergency procedures and protocols; provide instructions to staff and campers.
- Handles illnesses, injuries, first aid and CPR.
- Distribute medication to campers and complete logs accordingly.
- Assists in ordering supplies as needed.
- Supervise and participate with children during daily activities, off campus field trips and daily visits to the pool.
- Maintain accurate program records, including incident reports, logbook documentation and daily attendance.
- Prepare and direct daily and weekly activities.
- Responsible for staff scheduling and maintaining camper to leader ratio.
- 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.
- Maintain and care for equipment.
- Responsible for housekeeping; keeping facility clean and neat.
- Inventory and order supplies as needed.
- Responsible for training, managing, scheduling, and supervising the camp staff.
- Interact effectively with staff, campers and parents including responding to concerns and

- requests of through providing outstanding customer service.
- Completes and collects forms, letters and pertinent documents needed for the implementation of the camp.
- Responsible for the work schedules of the Day Camp leaders.
- Enforces policies pertaining to the health and safety of visitors, parents and campers.
- Performs other duties as assigned.

Minimum Physical and Mental Abilities:

- 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., Child Development 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, stand, swim, walk, run.
- 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 verbally communicate and exchange information.
- Must have good close, distant, color and peripheral vision.
- Must be able to tolerate extreme temperature changes.
- Ability to learn, understand and implement Departmental and City policy, procedures and ordinances.
- Must be available mid-May through the first week of August.
- Current First Aid and CPR certification or must obtain by opening day of camp.

Environmental Adaptability:

- Ability to work indoors and outdoors in extreme temperatures and inclement weather for extended periods.
- Ability to work in high-energy environment.

Hours of Work:

- Monday through Friday, 05/20/2024 to 08/09/2024
- Varied shifts between 6:30 am and 6:00 pm.
- Required for special event: Saturday, July 6

Rate of Pay:

- Grade 7; \$20.41/hourly *based on current salary ordinance*

Applications are required and are available in Human Resources at 204 E. Jefferson, Suite 3, Goshen IN or online at www.goshenindiana.org, Click on "job opportunities".

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