



Department: Parks

Position: Parks Recreation Coordinator

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-Time

Scheduling: 40 hours per week

FLSA Status: Non-Exempt

Date of Announcement: February 9, 2026

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 recreational programs, camps, and special events. The following duties are normal for this position, but not all-inclusive.

Essential Duties and Responsibilities:

- Assist Recreation Supervisor with organization and supervision of part-time employees.
- Coordinate and care for program facilities and equipment.
- Monitor program enrollment and recommend adjustments or cancellations.
- Coordinate usage schedules for facilities and fields.
- Assist Recreation Supervisor with planning and implementing recreational programs, camps, and special events.
- Work 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.
- Gather, organize, distribute, and collect program equipment/materials as needed.
- Assist 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.
- Coordinate volunteer personnel.
- Evaluate, review, and refine programs according to community needs and participation trends.
- Assist Superintendent and Recreation Supervisor with office responsibilities.
- Supervise development and daily operations of Discovery Day Camp, camp planning, and staff training.
- Develop and execute daily operations of programs, classes, leagues, and events including setup, teardown, and on-site logistics.
- Serve as point of contact for participants, spectators and public during programs, classes, leagues, and events.
- Assist with annual reporting.
- Assist with hiring of seasonal employees.
- Researching and writing grants.
- Assist with special projects.
- Participate in and assist with implementing and preparing for public meetings.
- Creates, organizes, and oversees special events and:
 - adult/youth sport leagues
 - camps and tournaments
- Performs other duties as assigned.

Special Requirements:

- Must be able to successfully pass a local and federal criminal background check and a sex offender registry check as a condition of employment.
- Must be available to work evenings and weekends.
- Must hold a valid driver's license.
- Must be at least 18 years of age or older.

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.
- 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 fifty (50) pounds.

Supervisor's Responsibilities:

- Ability to assign, review, plan and coordinate the work of employees.
- Ability to evaluate employee job performance.
- Ability to provide instruction and training and to respond to employee problems.

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 manage 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:

- \$23.29-34.93/hour
- Grade 12 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 are 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 for all employees and applicants for employment. EOE/Drug Free/Smoke Free