



Part-Time Recreation Coordinator Position Description

Department or Office: Parks & Recreation Department

Position: Part-Time Recreation Coordinator

Job Category: LTC (Labor Trades, Crafts)

Status: Permanent, Part-time

Scheduling: Varied (25 hours or less per week)

FLSA Status: Non-exempt, Covered

Date of Announcement: April 2, 2025

Application Deadline: Until position is filled

Under the direction of the Recreation Coordinator, this position assists the Parks and Recreation Department in the day-to-day operations of sports programs and facility maintenance. This position supports the Park Department staff in their efforts to provide and conduct various programs, events, and activities within Goshen City Parks. The following duties are normal for this position, but not all-inclusive.

Essential duties and responsibilities:

- Assists Recreation Coordinator with recreational sports leagues. Assists in organization and supervision of sports league officials and scorekeepers.
- Maintains and cares for program facilities and equipment.
- Leads recreational programs, leagues, and special events.
- Works closely with other recreation providers, community groups, the media, public, and staff.
- 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, etc.
- Assist in coordinating volunteers as needed.
- Evaluates, reviews, and refines programs.
- Prepares fields for play.
- Provides support for public events.
- Performs other duties as assigned.

Minimum Training and Experience Required:

- High school diploma required. Bachelor's degree preferred, 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.

Special Requirements:

- 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 Physical and Mental Abilities:

- Ability to operate a variety of automated machines.
- Ability to use and utilize departmental equipment including arts and crafts, games, medical supplies, sports equipment, trucks, etc.
- Ability to exert physical effort in light to moderate work involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to fifty (50) pounds.

Supervisor Responsibilities:

- Not applicable

Language Ability and Interpersonal Communication:

- Ability to prepare league schedules, receipts, memos, correspondence, and other job-related documents.
- Ability to meet deadlines.
- Ability to communicate effectively with immediate supervisor, customers, other City employees, and the public verbally and in writing.

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:

Hourly \$23.00

Grade 10 as designated by current salary ordinance.

Work Hours:

Monday – Saturday approximately 25 hours per week: evenings and weekends as needed for sports leagues.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online www.goshen.in.gov Click Job Opportunities.

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