



## City of Greenwood – Summer Camp Coordinator

Greenwood Employment Application

<b>Job Title:</b>	Summer Camp Coordinator	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Parks and Recreation	<b>Job Code:</b>	
<b>Location:</b>	Community Center	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Youth Programming and Activities Coordinator
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Assists in planning and implementation of recreational activities for the Summer Camp Program.</b>		

**Duties and Responsibilities:**

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for creating, planning and implementing recreational activities.
- Maintains program staff and children’s records and files according to Program SOP’s.
- Ensures all health and safety precautions are followed and up to code.
- Maintains all equipment, supplies and program areas as per Standard Operating Procedures.
- Makes certain all activity plans are completed and implemented.
- Operates program while safeguarding compliance with the Greenwood Parks and Recreation Standard Operating Procedures.
- Perform other duties as assigned.

**Job Requirements:**

- **Education:** High School Diploma or GED.
- **Experience:** Previous camp or recreational activity program experience a plus.
- **Skills and Abilities:** Strong leadership, creativity and planning skills required. Enthusiastic, energetic and enjoy working with children.
- **Physical:** Must be able to physically lead and direct recreational activities and be able to lift up to 20 pounds.





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By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**

