



City of Greenwood – Before/After School Coordinator

Greenwood Employment Application

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

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.



PARKS & RECREATION DEPARTMENT

100 Surina Way | Greenwood, IN 46142 | 317.881.4545



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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:

