



City of Greenwood – Before/After School Associate

Greenwood Employment Application

Job Title:	Recreation 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:	Part-Time
HR Contact:	Director of Human Resources	Supervisor:	Recreation 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 Adult and Youth recreational activities.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook
- Assist Coordinator with the daily operation of adult and youth City recreation activities including softball, basketball, soccer, volleyball and aerobics.
- Collect fees, register participants and evaluate programs and activities.
- Promote all safety policies and procedures to staff as well as follow the City Safety Manual.
- Implement schedules and records for all programs and activities including timekeeping, participation/attendance, accidents/injuries and problems/incidents.
- Assist with equipment maintenance in program areas as well as assist with care of physical facilities; routinely inspect equipment and facilities.
- Periodically assist/administer Community Center duties as needed
- Monitor and order program and activity supplies and equipment.
- 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:



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