

ADDENDUM TO RECREATION DIRECTOR POSITION DESCRIPTION

- This position is a full time salaried position subject to all policies, provisions, and requirements defined in the Goshen Personnel Policies and Procedures Manual.
- A full time position is defined as one requiring a minimum of 1500 hrs per year to qualify for a full benefit package as defined under “Full Time Employees and Elected Officials”.
- Set up, conduct and shut down Camp Chochipianee during the eight (8) week period in which six (6) weeks are dedicated to the actual summer camp programs.

This position has variable weekly hours. During the eight (8) week period which encompasses a six (6) week summer camp program, a minimum of 40 hours a week is required including preparation and closing. During the balance of the year, a weekly schedule of a minimum of 18 posted office hours will be necessary to include one block of evening hours, established by the Recreation Director, Recreation Commission and the Board of Selectmen, and a minimum of 17 program hours. Program hours include but are not limited to the Director running programs throughout the week, un-posted office hours to complete office tasks, time to complete on-site and off-site tasks, and time to check other scheduled programs.

Responsibilities of the position may require the Recreation Director to be away from the office for a variety of job related tasks at these times incoming calls will be forwarded to the Director's town issued cell phone. Notice will be also posted if there is a time that the Director will be out of the office during posted hours.

- A work log will be maintained accounting for all hours worked. This information will be valuable resource for the Recreation Commission for assessing the time and cost associated with the various programs and events in which the Recreation Director runs and oversees.
- The Recreation Director's position description may be modified, withdrawn, or rewritten as directed by the Board of Selectmen after consultation with the Recreation Commission.