

Village of Woodlawn Recreation Department
Recreations Operations Manager

The Village of Woodlawn is located in Hamilton County with a diverse population of 3,916 residents and several business. The Village of Woodlawn Recreation Center is committed to providing athletic, community-driven programs, and services with the hope of enriching the lives of residents and visitors.

The Village of Woodlawn invites qualified applicants to apply for the position of Recreations Operations Manager. A short description of this vacancy is below:

Job title: Recreations Operations Manager
Location: Woodlawn, Ohio
Job Type: Full-time
Salary Range: \$40,000 - \$65,000

Key Responsibilities:

- Must possess relevant experience in marketing, customer service, and event planning as well as the facilitation of the day to day operation for the Village of Woodlawn Parks and Recreation Department.
- Assists the Director of Parks and Recreation with the development and coordination of financial budgets and implementation of related policies and procedures accurately and fairly within the Village of Woodlawn guidelines, including the collection of fees and scholarship arrangements.
- Organizes and presents comprehensive orientations of programs to Department, staff, parents and interested community members regarding its goals, objectives, policies, procedures, curriculum, services and needs.
- Responsible for facility rentals as well as development and implementation of policies and procedures related to rentals.
- Markets all recreational programs and events through physical advertisements (signs, flyers, etc.) and through social media platforms.
- Assists in seeking out and writing grants related to recreational activities.
- May be required to work nights and/or weekends.

*A full position description is available upon request

Qualifications:

- Minimum Qualifications/Education/Training Required:
 - Bachelor's degree in recreation, education, sports management or other applicable field or equivalent combination of experience/education/training will also be considered.
 - CPR and First Aid certified.

- Must possess a valid State of Ohio driver's license.

- Preferred Skills and Knowledge:
 - Experience in personnel management techniques.
 - Basic competence in Microsoft Office and recreations software (RecDesk is a plus).
 - Ability to communicate verbally and in writing.
 - Possess excellent written and oral communication skills, be team-oriented, be a self-starter and demonstrate initiative.

How to Apply:

Qualified applicants interested in this position with the Village of Woodlawn should email the contact below to receive a full employment application to be completed and returned:

Name: Jacob Booth,

Email: jbooth@clemansnelson.com

No individual will be considered as a candidate unless they submit their application within the application period. To be considered a valid application, all areas of the Employment Application shall be completed in its entirety as applicable. Clearly print or type your application. Information showing that you meet all the minimum qualifications must appear on the application to ensure consideration.

The Village of Woodlawn is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, veteran's status, military status, ancestry, age, genetic information, or disability in employment or the provision of services. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available upon request.