

Village of Woodlawn Recreation Department

Sports and Aquatics Program Director

The Village of Woodlawn is located in Hamilton County with a diverse population of 3,916 residents and several businesses. 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 Sports and Aquatics Program Director. A short description of this vacancy is below:

Job title: Sports and Aquatics Program Director

Location: Woodlawn, Ohio

Job Type: Full-time

Salary Range: \$40,000 - \$65,000

Key Responsibilities:

- Must possess relevant experience in developing, managing sports and aquatics programming, overseeing recreation programs as well as assist in facilitating the day-to-day operation for the Village of Woodlawn Parks and Recreation Department.
- Facilitates all sports, aquatic programs, childcare services (camp and after school programs), cultural programs and events.
- Actively recruits, registers and maintains maximum number of customers in programs and complete comprehensive intake procedures for everyone enrolled.
- 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.
- Develops a volunteer base as it related to a specific program or special event.
- Develops, coordinates, and manages financial budgets and implements related policies and procedures accurately and fairly within the Village of Woodlawn guidelines, including collection of fees, scholarship arrangements and financial reports to the Director of Parks and Recreation.
- 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 have a valid State of Ohio driver's license.
 - Basic competence in Microsoft Office and recreations software.
 - Certified lifeguard or experience as a certified lifeguard preferred.
 - Experience with pool operations including water PH testing and understanding of pool chemicals preferred.
- Preferred Skills and Knowledge:
 - Remains knowledgeable of all state, local and federal regulations related to all program areas and implements any change.
 - Ability to communicate verbally and in writing.

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.