

**Job Title:** Recreation Coordinator

**Department:** Parks & Recreation

**Location:** Deerfield Township, OH

**Employment Type:** Full-Time

**Salary Range:** \$21.60 - \$32.40

Deerfield Township, (pop. 40,525) Warren County, OH, located in Southwest Ohio, is currently accepting applications for the Recreation Coordinator position. The Recreation Coordinator is responsible for developing, organizing, and managing a wide range of recreational programming for Deerfield Township, including community events, leisure activities, and the Township's highly regarded summer camp program. This role plays a vital part in promoting community engagement and fostering positive experiences for participants of all ages.

### **Key Responsibilities**

- Plan, implement, and oversee Township recreation programs, community events, and seasonal activities.
- Serve as Camp Director for the Township's summer camp program, managing staff, safety, curriculum, and daily operations.
- Recruit, train, supervise, and evaluate seasonal and part-time staff.
- Ensure compliance with safety regulations and state guidelines (e.g., ODJFS standards).
- Provide on-site leadership during events and programs; respond to participant needs and emergencies.
- Serve as Volunteer Coordinator, ensuring successful recruitment, scheduling, and support of volunteers.
- Maintain program budgets, records, and evaluations.
- Communicate effectively with staff, participants, parents, and community partners.
- Expanding the Township's recreational programming.

### **Qualifications**

- Bachelor's Degree in Recreation Management, Education, or related field (or equivalent combination of education and experience).
- 2–5 years of experience in recreation programming, youth development, or related work.
- Strong knowledge of recreation principles, program planning, and customer service.
- Experience supervising staff and managing public programs.
- Must possess a valid Ohio Driver's License.
- Must be able to obtain CPR/First Aid Certification.

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### **Work Environment & Physical Demands**

- Primarily outdoor work during peak seasons with exposure to sun, heat, and natural elements.

- Requires physical endurance including walking, hiking, bending, climbing, and prolonged standing.

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This is an hourly position with compensation based on qualifications. Interested applicants should submit a cover letter, resume, and contact information for five professional references to:

Alicia Hamann, HR Specialist  
4900 Parkway Drive Suite 150  
Mason, OH 45040

For more information, including the full job description and application, please visit [www.ChooseDeerfield.com](http://www.ChooseDeerfield.com) and navigate to the Job Openings section.  
Position open until filled. Deerfield Township is an Equal Opportunity Employer (EOE).