

VILLAGE OF NEW LEBANON JOB DESCRIPTION

Part-time: Recreation Coordinator

This is a highly responsible position requiring the ability to plan, organize, direct, staff, coordinate, report, budget, develop, and present activities for all inclusive community recreational programs. The position incumbent will coordinate with numerous local community groups as well as include but not limited to the New Lebanon Local School District, the New Lebanon Library, the New Lebanon Chamber of Commerce, and others. The incumbent will help develop recreational programs including a summer activity parks program/camp and early evening programs for community youths and families. The recreation coordinator will work with children and families as part of the job. The qualified applicant shall perform any additional tasks and duties as assigned.

This position is a direct report to the municipal manager. Applicants must be at least 18 years of age and must possess and maintain a valid State of Ohio Driver's License. The applicant shall have a combination of education, training, and work experience which provides the skill sets necessary to perform the essential functions of the job. A bachelor's degree in Sports Management, Recreation Management, or Parks Management is preferred. Five years or more with a combination of training and work experiences demonstrating the necessary skills to perform the essential functions of the job may be considered in place of degree. Prior to appointment, applicant must submit to a background check, and pre-employment physical and drug screen.

Individuals interested in this position should submit a resume to the following:

Village of New Lebanon

ATTN: Glenna Madden, Municipal Manager

198 S. Clayton Rd.

New Lebanon, Ohio 45345

Or email to gmadden@newlebanonoh.org subject: Recreation Coordinator Applicant

The Village of New Lebanon is an Equal Opportunity Employer.