

Employment Opportunity
Director of Parks and Recreation
Village of Woodlawn, Ohio

The Village of Woodlawn, Ohio is seeking a dynamic, responsible and professional individual for the full-time position of Director of Parks and Recreation.

Under the direction of the Village Manager, the Director of Parks and Recreation is responsible for the operations of the Village's recreation department. Must have the knowledge required for successful Parks and Recreation operations. Acts as the liaison with other institutions, entities and community-based groups to enhance the quality and quantities of recreational services to the residents.

Operations include: fiscal management, staffing, volunteers, community and membership development, facility management, and fundraising. Also responsible for new program implementation as well as day to day management of staff and facility.

Salary range: \$52,000 - \$61,000 depending on qualifications and experience.

Benefits offered include:

Medical, dental, vision, and life insurance

Vacation, sick, personal, and holiday leave

Employer contributions into the Ohio Public Employees' Retirement System (OPERS)

Deferred compensation plan

Employee Assistance Program (EAP)

Qualifications and Education Requirements:

- A four-year degree from accredited university in a related field of study;
- A minimum of two years experiences in a related field;
- A basic understanding of the nature of the Parks and Recreation Department;
- Must have a valid driver's license.

The successful candidate must pass a background check.

Application can be obtained at <http://www.beautifulwoodlawn.us/careers/> Please send completed application, a resume and cover letter to: Village of Woodlawn attention: Sharla L Ponder , Human Resources 10141 Woodlawn Bld. Ohio 45215, or by email to hr@beautifulwoodlawn.us.

Position open until filled. Village of Woodlawn is an equal opportunity employer.