

STREETSBORO PART-TIME PARK AND RECREATION STAFF JOB DESCRIPTION

General Description:

The part-time Park and Recreation staff will work with the park staff to maintenance and efficient operation of the park system, work with program staff in the planning and implementation of recreation programs, activities and special events.

Supervision:

This position is directly responsible to the Parks and Recreation Director.

General Duties:

1. Assists with the coordination of recreation programs
2. Assists with the maintenance and upkeep of park properties
3. Assist with park improvement projects
4. Aid in the planning, coordination and implementation of programming for the benefit of the residents of Streetsboro.
5. Work alongside Parks & Recreation staff to ensure promotions of programs offered by the department.
6. Advertise and secure local sponsorships when expectable
7. Communicates with the general public in regards to recreation programming, takes suggestions, concerns and feedback.
8. Performs duties as assigned.

Minimum Qualifications:

Must have Strong leadership skills and public relations skills, strong written and oral communication and organizational skills. Must have a valid State of Ohio driver's license. Must be dependable and have flexible work schedule to include evenings, weekends and holidays.

Education:

Must have a High School diploma or equivalent.

Experience:

Previous experience in recreation programming preferred or related college coursework.