

The City of Wooster
Recreation Coordinator – Multiple Full-time Classified Positions

The Recreation Coordinator is responsible for registration, coordination, and implementation of programs offered by the Recreation department. This position will maintain and provide statistical records of programs. The Recreation Coordinator will also secure the necessary assistance needed to successfully provide recreation programs to the public.

Applicants must meet the following:

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required.
- Bachelor's degree or 4 years of relevant work experience in recreation or comparable field.
- A valid motor vehicle license is required. A State of Ohio issued motor vehicle license must be obtained within 60 days of hire. Must meet insurability guidelines.
- Must obtain certification in First Aid and CPR within six months of hire
- Must have or will obtain Aquatic Facility Operator and/or Certified Pool Operator certification upon request
- At least one year of recreation or related experience is preferred
- Recreational programming experience, aquatic experience, and marketing and social media platform experience are also preferred
- Knowledge of computer and software programs, especially Microsoft Office products is essential

EXAMINATION PROCESS:

An unassembled Civil Service Examination will be administered for this position. Candidates meeting minimum qualifications will be contacted to schedule an oral examination. Passing applicants on the civil service examination will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to the following: psychological and/or psychiatric examination, CVSA examination, background investigation, personality assessment, and personal interview. The duration of the list will be one year or until exhausted.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. The application deadline is Sunday, October 24, 2021. To be considered for civil service credit for military service, veterans should include a copy of their DD-214 Military Discharge Papers (Member 4 –the type of discharge must be indicated) no later than October 24, 2021.

Special auxiliary aids for handicapped persons are available upon request. At least five (5) days notice is required prior to the Civil Service Examination. Requests must be made to the Human Resources Division 330-263-5254 during regular working hours.

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