



Title: Near West Recreation Coordinator

Reports to: Director of Recreation Programming

Position: Part-Time

Summary Description: Near West Recreation (NWR) is seeking an energetic, motivated, and dynamic individual to aid in the implementation and expansion of our youth recreation programs. Under the guidance of the Director of Recreation Programming and Senior Director of Youth and Family Services, the NWR Coordinator is responsible for enhancing the Near West Recreation experience for players, coaches, and families. Since 2013, NWR has offered affordable, year-round programming for kids and families on the Near West Side of Cleveland. From starting with a single t-ball league, NWR now serves over 1,300 youth annually through leagues for basketball, lacrosse, baseball, softball, track, soccer, and volleyball.

Main Duties:

- Preparing game fields/courts for competitions
- Ensuring scorekeepers and other game day volunteers are prepared
- Ensuring game day officials (referees, umpires) are prepared
- Assisting coaches on game day when needed
- Filling in as a scorekeeper or referee when needed.
- Ensuring fields/courts are clean at the end of competitions
- Transporting equipment in NWR Vehicle to and from field/courts
- Assisting with special events including Lacrosse Community Day, Baseball Opening Day, Basketball All-Star Game, NWR Fundraisers, End of Season Celebrations, and more
- Assisting with daily operations, preseason planning, and other assigned tasks

Candidate Requirements:

- Previous experience participating in organized sports
- General knowledge of sports leagues and recreation programming
- Strong communication skills
- Ability to successfully work with people from varying backgrounds
- An understanding of the importance of diversity, equity, and inclusion
- Ability to work nights and weekends
- High School Diploma
- Driver's license with clean driving record
- Strong customer service

The Ideal Candidate Will Be: Dependable, Organized, People-orientated, and Flexible

Compensation: This is a part-time (5-15 hours/week, 50 hours max a month) position with the majority of hours taking place during weekday nights (5:00 – 8:30 pm) and on Saturdays (7:30 am – 4:00 pm range). This will be a 6-month position, January – June, with the opportunity for an 6-month renewal at the end of June. Pay is \$15 per hour with opportunities to earn more. Director of Recreation programming will coordinate monthly schedule of hours with coordinator prior to each month.

To apply, submit your resume to careers@ohiocity.org. Applications will be accepted on a rolling basis until position is filled. Expected start date is mid-January.