



Title: Director of Recreation Programming for Near West Recreation

Reports to: Senior Director of Youth and Family Engagement, Ohio City Incorporated

Position: Full-Time

Near West Recreation: Near West Recreation (NWR) is a recreation program serving 1,000+ youth on the Near West Side of Cleveland. This program is a collaboration of four nonprofit Community Development Organizations serving eight neighborhoods (Tremont, Ohio City, Clark-Fulton, Stockyard, Detroit Shoreway, Brooklyn Centre, Edgewater, and Cudell).

Responsibilities for Near West Recreation:

- Ensure equitable and sustainable success of all NWR programming as a tool to attract and retain families to the Near West Side neighborhoods in the City of Cleveland through programming on par with any community in Northeast Ohio
- Formalize program administration, organizational structure, and policies for NWR.
- Create and maintain a calendar of events for NWR activities that includes marketing, league registration, practices, and games
- Manage all administrative and financial functions including but not limited to player, family, and coach records, rosters, facilities, communications, permits, and equipment
- Identify and secure facilities needed for the NWR leagues
- Collaborate with Community Development Organization partners to develop a robust and diverse volunteer network for NWR
- Develop a coach appreciation program to increase coach participation and empower coaches
- Identify, purchase, maintain, and catalogue equipment used by the NWR league
- Grow and diversify the number of youth participants
- Oversee all NWR league preparation, including coach trainings, equipment prep, permitting, league scheduling, practices, games, and celebration planning
- Assist with the creation and implementation of a sustainable funding model that retains existing sponsors and seeks additional funding sources that support all of NWR programming
- Organize a Steering Committee of parents to support and guide the work of NWR
- Collaborate with Community Development Organization partners and Senior Director to build brand awareness for NWR, promote programming, and create regular social media content
- Staff evening and weekend events and meetings
- Manage Near West Recreation Part-time Coordinator
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in Sports Management, Parks & Recreation or two to three years of experience running youth sport leagues, sports tournaments, camps or related programs
- Self-motivated with the ability to work independently and with diverse groups of people
- Ability and willingness to work a flexible schedule, including various evenings and weekends throughout the year.
- Must have played or have general knowledge of the following sports: basketball, lacrosse, track, baseball, softball, soccer, and volleyball.
- Must be organized and detailed oriented.

- Proficient in Microsoft Office (Word, Excel, Outlook, Teams, etc.)
- An understanding of the importance of diversity, equity, and inclusion
- Must have a valid driver's license.
- Must pass a background check.

Preferred Skills:

- Basic or higher command of the Spanish language
- Prior project management experience preferred
- Prior experience with athletics and passion for recreation and community development
- Prior experience with playing or coaching lacrosse.

Compensation: Salary starting at \$45,000. Ohio City Incorporated offers comprehensive benefits including medical, dental, and vision insurance, IRA, and advancement opportunities.

To apply, please send resume and cover letter to careers@ohiocity.org with "Director of Recreation Programming" in the subject line. Resumes will be accepted on an ongoing basis until position has been filled. No phone calls please.