



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 & North Coast Ohio Chapter of USA Lacrosse: 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). The North Coast Ohio Chapter of USA Lacrosse is a nonprofit whose main mission it to promote and educate on the game of lacrosse and to inspire others to play and appreciate the game. This is a shared position that will plan and manage all Near West Recreation sports league while continuing to develop the current lacrosse program on the West Side and expand into the East Side of Cleveland.

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
- Accomplish goals outlined in Ohio City Incorporated's strategic plan related to NWR and the partnership with North Coast Ohio Chapter of USA Lacrosse
- Staff evening and weekend events and meetings
- Manage Near West Recreation Part-time Coordinator
- Other duties as assigned

Responsibilities for North Coast Ohio Chapter of USA Lacrosse:

- Serve as the local US Lacrosse Program Manager for the city, working to establish East Side relationships and partners

- Ensure lacrosse programming aligns with US Lacrosse standards and best practices
- Manage program and participant impact tracking – focus areas include but not limited to game introduction, participation, diversity, sustainability and annual growth
- Serve as liaison to the North Coast Ohio Chapter of USA Lacrosse and as an ex officio, non-voting member of their Board; includes regular consultation with local LCP fundraising committee
- Plan and run Near West Recreation’s spring 3v3 youth lacrosse league
- Serve as the Urban Community School’s Lacrosse team coach
- Plan and run Ohio City Summer Lacrosse Camp
- Work and train with the USA Lacrosse Diversity and Inclusion staff
- Implement year around Learn to Play clinics throughout the Cleveland area with a focus on growing the game on the East Side
- Grow Cleveland Metropolitan School District P.E. Grant and Intro Program
- Build relationships with local schools to implement programs and grow the number of teams
- Organize youth summer travel team
- Become a certified trainer with USA Lacrosse

Minimum Qualifications:

- Bachelor’s Degree in Sports Management, Parks & Recreation or two to three years of experience running youth sport leagues, 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
- An understanding of the importance of diversity, equity, and inclusion
- Must have a valid driver’s license
- Must pass a background check

Preferred Skills:

- Experience as a lacrosse coach or program leader/administrator
- Basic or higher command of the Spanish language
- Prior project management experience preferred
- Prior experience with athletics and passion for recreation and community development

Compensation: Salary starting at \$40,000. 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.