

Near West Recreation Part-Time Assistant

Title: Near West Recreation Assistant

Reports to: Near West Recreation Manager

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 4 non-profit Community Development Organizations serving the 6 neighborhoods that make up the Near West Side (Tremont, Ohio City, Clark-Fulton, Stockyard, Detroit Shoreway, and Brooklyn Centre)

This position will help build capacity for NWR, allowing the program to increase its youth participation and sports leagues. This position will focus on: recruiting new youth and volunteer coaches; preparing for all upcoming sports seasons; and researching grant opportunities.

Responsibilities include, but are not limited to:

The Near West Recreation Intern will work with the Near West Recreation Manager to:

- Grow the number of youth participants and volunteer coaches.
- Assist with sports season preparation (coach trainings, equipment prep, celebration planning)
- Research (grant opportunities, asset report, database maintenance)

Requirements:

1. Must be willing to work evening and weekend hours. This includes evening practices and Saturday games.
2. Interest in nonprofit management, community development or youth programming.

To apply, please send resume and cover letter to: careers@ohiocity.org with "Near West Recreation Assistant" in the subject line. This is a part-time position working an average of 12 hours per week.

Resumes will be accepted through Friday, July 7. No phone calls please