

CITY OF FREMONT EMPLOYMENT OPPORTUNITY

POSITION TITLE: Recreation Programmer

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Coordinates and schedules recreational activities and programs that involve the use of City facilities (e.g., volleyball, basketball, flag football, swimming lessons, adult physical fitness, etc.); resolves disputes related to recreational activities; proposes new recreational activities or programs to the Recreation Superintendent; assesses equipment needs/inventory and orders uniforms and equipment for recreation activities within the constraints of the City's budget; opens and closes facilities.

Provides registration for activities and programs; receives cash receipts, makes deposits in accordance with established procedures and in a timely and accurate manner; assists with preparation of annual budget; provides ongoing financial activity and attendance information and reports as necessary.

Performs other duties as assigned.

QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's degree from an accredited college or university in Parks and Recreation Management; two (2) or more years of related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy; must possess or be willing to obtain a First Aid/CPR/AED Certification issued by the American Red Cross and other various trainings/certifications (e.g., concussion training, Lindsey's Law, etc.).

Rate of Pay: Non-Union Pay Grade 15 – \$1,660.10/Bi-Weekly Hire-in
\$1,842.61/Bi-Weekly Step A
\$1,940.04/Bi-Weekly Step B
\$2,040.13/Bi-Weekly Step C

Job posting information, application, and a complete Position Description can be found on the City of Fremont's website at <https://jobs.fremontohio.org/>

Applications, including resume, **must be submitted ONLINE** by the application deadline: **Until Filled**

EOE