



Title: Near West Recreation Manager

Reports To: Director of Community Affairs

Responsibilities shall include but are not limited to:

- Ensuring the world class, equitable, and sustainable success of all Near West Recreation 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
- Developing a robust, sustainable and diverse volunteer network for Near West Recreation
- Creating and implementing a sustainable funding model by retaining existing sponsors and seeking additional sources of funding
- Identifying, purchasing, maintaining, and cataloging equipment used by the Near West Recreation league
- Creating and maintaining a calendar of events for Near West Recreation activities that includes marketing, registration, practices, and games
- Managing all administrative and financial functions including but not limited to: player, family, and coach records, rosters, facilities, communications, permits, and equipment
- Identifying and securing facilities needed for the Near West Recreation league
- Assisting partners in implementing complimentary programs sponsored by Near West Recreation including but not limited to theater, robotics, arts, and additional youth sports
- Identifying community partnerships and engaging participants to build on the existing relationships in order to improve opportunities and outcomes for families including but not limited to the Cleveland Transformation Alliance, the Cleveland Public Library, and Near West Side non-profits

Minimum Qualifications:

- Bachelor's Degree required
- Prior project management experience preferred
- 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

Preferred Skills:

- Basic or higher command of the Spanish language
- Prior experience with athletics and passion for recreation

Ohio City Incorporated is strongly committed to the equal opportunity of all applicants. Ohio City Incorporated seeks applicants with unbiased and equal treatment to all persons, regardless of race, color, creed, sex, national origin, age, handicap, sexual preference, gender identity, ancestry, military service status, genetic information or any other factors which are protected by federal, state or local equal opportunity laws.

Ohio City Incorporated offers a generous benefits package including paid time off, simple IRA with match, as well as health and dental insurance. Salary will commensurate with experience.

Resumes will be accepted through November 7th, 2014 at 5pm. No phone calls please. Send cover letter and resume to careers@ohiocity.org with a subject heading of Near West Recreation.