



Randy Evans, Mayor
David Swackhammer, Service – Safety Director
145 Broadway Street, Jackson OH 45640
Ph. 740-286-2201
cityadministration@JacksonOhio.US

PART-TIME POSITION

CITY OF JACKSON RECREATION DIRECTOR

Applications will be accepted until January 24th, 2024, but the position will remain open until filled if necessary.

- Must have a valid driver's license.
- Must have or be able to obtain a CPR and First Aid certification.
- Lifeguard certification a plus or willing to obtain after hiring, but not required.
- Previous management skills preferred.
- Able to work during the days, evenings, and weekends as needed.

The position of Recreation Director shall be in the unclassified service of the City and serve at the pleasure of the Mayor.

Whose duties shall include all things necessary for the operation and over-site of one or more of the following: City Pool, Parks and Ball Fields, Memorial Building Gymnasium and the Jisco and Hammertown Lake Regions, including but not limited to:

- Operation of City Recreation Leagues for baseball and softball and concessions, in coordination with any volunteers or organizations.
- Operation of the City Pool at Hillcrest Park; staffing, training, certification, parties and concession.
- City Parks and Lake Regions, and their use for both private and public events.
- Works closely with the media to communicate recreational opportunities.
- Establish fundraising programs and apply for grants as identified.
- Other duties, as may be assigned by the Mayor or his designee.

The Recreation Director will be a part-time position, not to exceed twenty-nine (29) hours per week and shall not be entitled to benefits in addition to wage.

The position of Recreation Director will report to the Mayor or his designee. Regular meetings may be required to provide updates about the status of the various programs and projects, as well as financial reports and records.

The hourly wage shall be \$14.00 to \$25.00 per hour and shall be paid on a bi-weekly basis.

Actual pay will be based on qualifications and performance.

Applications are being accepted at the City of Jackson Memorial Building, 145 Broadway Street, Jackson, OH 45640. You may also submit your resume to hr@jacksonohio.us.

Regards,

David Swackhammer
Service – Safety Director
145 Broadway Street
Jackson, Ohio 45640



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Mayor's Office 740/286-2201
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www.jacksonohio.us

NOTICE OF JOB POSTING

JANUARY 10, 2024

ONE (1) PART TIME POSITION

RECREATION DIRECTOR

APPLICATIONS ARE BEING ACCEPTED AT THE CITY OF JACKSON,
MEMORIAL BUILDING, 145 BROADWAY STREET, JACKSON, OHIO.

THE HOURLY RATE OF PAY IS \$14.00 TO \$25.00.

SEE ATTACHED POSITION DESCRIPTION

POSTING TO BE COMPLETED AT 4:00 P.M., WEDNESDAY, JANUARY 24, 2024.

Respectfully Submitted,

David Swackhammer
Service-Safety Director
City of Jackson, Ohio
740/286-2201
dswackhammer@jacksonohio.us