



National Trail Parks and Recreation District

1301 Mitchell Boulevard

Springfield, OH 45503

Phone: (937) 328-7275

Email: nationaltrail@springfieldohio.gov

<https://NTPRD.org>

SEASONAL POSITION ANNOUNCEMENT

RECREATION COORDINATOR SUMMER CAMPS

The National Trail Parks & Recreation District announces SEASONAL openings for **Summer Camp Coordinator**. Position to be filled starting in late April 2020.

DATE FOR FILING APPLICATIONS:

Apply **NOW** for immediate consideration. Applications will be accepted through May 31, 2020 (Before 4:30pm Monday – Friday).

PLACE FOR FILING APPLICATIONS:

NTPRD ADMINISTRATIVE OFFICE
1301 Mitchell Blvd., Springfield, Ohio 45503

POSITION DURATION / SCHEDULE:

May – August 2020, Mostly Monday – Friday 9:00am – 5:00 pm,
Work schedule will include some weekends / evenings

PAY RATE:

\$8.90 per hour

Under the general supervision of the Recreation Supervisor, this position is responsible for supervising, coordinating, and organizing weekly and day camps for youth. This person will handle registrations, supervise and assist with facility preparations. This position will coordinate scheduling of and assigning responsibilities to instructors, as well as serving as Head Counselor for the NTPRD camps. The Summer Camp Coordinator will also be responsible for program evaluation, providing recommendations to enhance program activities, and reporting activities.

This position requires experience in the leadership and organization of youth recreation events, preferably supplemented by college-level training in recreation, management, or related field. An energetic personality and a willingness to take initiative with programs are strong assets for this role. This position requires a valid driver's license, use of own transportation for work purposes, and computer literacy. First aid training is highly desirable.

EQUAL OPPORTUNITY / DISABLED EMPLOYER

1-22-20