



**Athletic Program Coordinator – Sylvania Recreation Corp. (SRC)  
Full Time – Salary Non-Exempt**

**Summary:** Reports to the Athletic Manager under the direction of the Recreation Services Director. Sylvania Recreation is seeking a motivated individual with a strong work ethic, attention to detail, and sound problem-solving skills to join an excellent team of recreation professionals. The selected applicant will be responsible for managing and improving existing athletic programs as well as developing new programs, while ensuring that high-quality services are provided to the community. Position involves close interaction with the public and the ability to work within a team environment. Working weekdays, weekends and some holidays will be essential.

**Responsibilities:**

- Schedule and coordinate athletic programs that are offered at Pacesetter Park and the Sylvania Sports & Exhibition Center.
- Coordinate division of youth athletic teams, volunteer coaching placement and distribution of equipment.
- Recruitment of coaches and officials and compile statistical data related to athletic programs.
- Assist in organizing coaches training and certification programs.
- Oversee all aspects of youth soccer, Sylvania United travel soccer, youth basketball, swim team and all other athletic programs assigned.
- Schedule, train and coordinate all game day staff.
- Coordinate Sylvania United travel soccer tryouts, roster formations, league registration and tournament registration.
- Ability to instruct various athletic programs.
- Assist with athletic program registrations.
- Assist with annual budget for athletic programs.
- General knowledge of athletic program rules and equipment.
- Interact with the public and coworkers in a positive and effective manner.
- Excellent oral, written and organizational skills.
- Perform all duties within the framework of the policies, procedures and guidelines of the Sylvania Recreation Corporation.
- Perform all tasks as required by the Athletic Manager and Recreation Services Director.
- Must have the ability to work a flexible schedule to include extended hours, evenings, weekends, holidays and emergency call outs.

**Qualifications:**

- Bachelor's Degree in Recreation, Sport Management or related degree.
- Two (2) years of Recreation or Athletic Programming experience preferred.
  - Application Deadline- Monday, August 26<sup>th</sup>, 2024
  - Starting Pay Range- \$36,000 - \$40,000 - DOQ
  - Competitive Benefits Package (Health, Dental, Vision, 401k)
  - Anticipated Start Date- Mid/Late September
  - Reports to- Athletic Manager

To apply, please email a cover letter and resume to Rob Mahon, Recreation Services Director at [rmahon@playsylvania.com](mailto:rmahon@playsylvania.com).

Sylvania Recreation  
Rob Mahon  
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