



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

Summary: The position reports to the Athletic Manager under the guidance of the Recreation Services Director. Sylvania Recreation is in search of a driven individual who possesses a strong work ethic, meticulous attention to detail, and effective problem-solving abilities to become part of a distinguished team of recreation professionals. The chosen candidate will be tasked with managing and enhancing current athletic programs, overseeing summer camp operations, handling athletic rentals at the Sylvania Sport & Exhibition Center, and creating new programs for participants of all ages. This role requires frequent interaction with the public and the capacity to collaborate within a team setting. Availability to work on weekdays, weekends, and certain holidays is crucial. Strong oral, written, and organizational skills are essential.

Responsibilities:

- Schedule and coordinate athletic programs at Pacesetter Park and the Sylvania Sports & Exhibition Center.
- Manage the division of youth athletic teams, placement of volunteer coaches, and distribution of equipment.
- Recruit coaches and officials while compiling statistical data related to athletic programs.
- Assist in the organization of training and certification programs for coaches.
- Manage all marketing, rental contracts, and scheduling of athletic rentals at the Sylvania Sports & Exhibition Center.
- Supervise daily maintenance of athletic facilities at the Sylvania Sports & Exhibition Center.
- Schedule, train, and coordinate all staff for game days.
- Oversee all aspects of the Summer Days Camp, including marketing, staffing, planning, registration, and ensuring camper safety.
- Capable of instructing various athletic programs.
- Support all administrative tasks, including answering phone calls, managing program registrations, and overseeing budget management.
- Possess general knowledge of athletic program rules and equipment.
- Engage positively and effectively with the public and colleagues.
- Exhibit excellent oral, written, and organizational skills.
- Execute all responsibilities in accordance with the policies, procedures, and guidelines set forth by 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.
- Starting Pay Range- \$36,000 - \$39,000 - DOQ
- Competitive Benefits Package (Health, Dental, 401k)
- Anticipated Start Date- July 28th, 2025
- Reports to- Athletic Manager

To apply, please email a cover letter and resume to Anthony Harmon, Athletics Manager at aharmon@playsylvania.com.

Sylvania Recreation
Anthony Harmon
Athletics Manager
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