



Athletics Manager – Sylvania Recreation Corp. (SRC)
Full Time – Salary Exempt

Summary: Sylvania Recreation is looking for a driven individual who possesses a strong work ethic, meticulous attention to detail, and effective problem-solving abilities to become part of a dedicated team of recreation professionals. This position will oversee all aspects of the daily operations of recreational programs including supervision of Athletic Program Coordinators. This position requires frequent interaction with the public and the ability to collaborate effectively within a team setting.

Responsibilities:

- Oversee the development and delivery of athletic programs.
- Provide daily leadership to Athletic Program Coordinators.
- Manage various athletic programs, tournaments, and events.
- Assist with organization wide projects, special events, and community involvement.
- Direct the design, operation, and development of new and existing programs.
- Implement program surveys and determine additional untapped needs of the community.
- Conduct activities such as hiring, training, evaluating, counseling, disciplining and termination of subordinate employees.
- Assist in the preparation and management of the Recreation Services Department annual budget.
- Define, develop, propose, and implement goals and objectives for staff.
- Assign tasks, monitor workflow, evaluate work productivity.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Assist with the division of youth teams, placement of registrations & distribution of equipment.
- Coordinate the scheduling of staff based on athletic program needs.
- Assist in organizing coaches training, certification programs, and compliance of volunteers.
- Perform all other duties as assigned by the Recreation Services Director.
- Perform all duties within the framework of the policies, procedures and guidelines of the Sylvania Recreation Corporation.
- Ability to work a varied schedule including evenings, weekends, holidays and emergency call outs.

Minimum Qualifications:

- Bachelor's Degree in Recreation, Sport Management, Physical Education or related field. Master's Degree preferred.
- Five (5+) years of Recreation Programming Experience
 - Starting Pay Range- \$50,000 - \$58,000 - DOQ
 - Competitive Benefits Package (Health, Dental, Vision, 401k)
 - Anticipated Start Date- Late October
 - Reports to- Recreation Services Director
 - Application Deadline- October 2nd, 2025

To apply, please send resume, cover letter and contact information of 3 professional references via email to Rob Mahon, Recreation Services Director at rmahon@playsylvania.com.

Sylvania Recreation
Rob Mahon
Recreation Services Director
7060 Sylvania Ave
Sylvania, OH. 43560