



# Village of Buckeye Lake, Ohio

**JOB TITLE:** Recreation Leader **JOB CATEGORY:** Administration

---

<b>Department/Group:</b>	Parks & Recreation	<b>Job code/Req#:</b>	N/A
<b>Location:</b>	Buckeye Lake, Ohio	<b>Travel required:</b>	N/A
<b>Level/Salary range:</b>	\$15.00 - 17.00 / hour	<b>Position type:</b>	Part-time non-exempt
<b>Directly Reports To:</b>	Mayor	<b>Date posted:</b>	April 2025
<b>Will train applicant:</b>	Yes, with proper qualifications	<b>Posting expires:</b>	Once filled

---

## APPLICATIONS ACCEPTED BY:

<b>Fax or Email:</b>	clerk@buckeyelakevillage.com	<b>Subject line:</b>	Recreation Leader Application
----------------------	------------------------------	----------------------	-------------------------------

---

## JOB DESCRIPTION

### SUMMARY:

The Recreation Leader will work under the guidance and supervision of the Village Mayor, alongside the Parks and Recreation Commission. This position is responsible for developing, organizing, and leading recreational leisure activities for a variety of ages. They must create a safe and fun environment that encourages participation while ensuring that all rules and regulations are followed. The Recreation Leader will plan and oversee activities such as sports, arts & crafts, games and special events. This is a part-time, seasonal position that may require working nights, weekends, and certain holidays. This employee will be required to work independently within supervised framework of established and standardized policies and procedures and may perform clerical duties for the Parks & Recreational Commission, Village Council, or Mayor's Office.

### PRINCIPLE DUTIES:

- ❖ Plan, coordinate, supervise, and or lead recreational activities, programs, and events (i.e., sports games, arts & crafts, games, social and special events, and programs).
- ❖ Prepares facilities for planned activities and events.
- ❖ Schedule and issues appropriate permits for facility use.
- ❖ Conduct routine inventory of equipment, resources, and supplies and submits orders when necessary.
- ❖ Advertise and promote activities to draw participation
- ❖ Monitor activities to ensure all regulations and safety procedures are adhered to.
- ❖ Communicates effectively with participants, parents, and community members.
- ❖ Provides guidance and assistance to participants throughout activities.
- ❖ Performs administrative tasks, such as preparing reports and maintaining records.

**Last updated:** 04/09/2025

- ❖ Responds to emergencies.
- ❖ Assists with department housekeeping including storage of tools and equipment.
- ❖ Other related duties as required or assigned.

---

## **QUALIFICATIONS / SKILLS:**

### **Training and Experience**

- Minimum high school diploma or equivalent. College education in related studies a plus.
- Excellent leadership and communication skills.
- Must have good interpersonal skills.
- Must be detail-oriented, self-motivated, and require little-to-no supervision to carry out their duties for the smooth running of the Department.
- Minimum 1-2 years practical experiencing in planning, leading, and promoting recreational activities as well as familiarity with activities that will be responsible for overseeing or leading (such as sports, arts & crafts, or games).
- Ideal candidate will be creative, enthusiastic, and well organized.