



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

**RECRUITMENT ANNOUNCEMENT  
Recruitment Open Until Position is Filled**

**YOUTH AND FAMILY PROGRAM COORDINATOR**

**THE POSITION:**

The City of Kettering, Ohio, Parks, Recreation & Cultural Arts Department seeks to fill the professional full-time position of “Youth and Family Program Coordinator.” The Coordinator performs work under the general direction of the Division Manager for Programs and Special Projects, and is responsible for all programming and events for children up to age 18 and families, including special events, state certified preschool, special populations and traditional summer day camp programs. Recruits, trains and supervises all camp staff and preschool instructors; secures, supervises and evaluates both hourly and contractual program employees. Manages all aspects of the traditional summer day camp programs. Researches, develops and implements new and innovative youth and family special events and programs on a monthly, quarterly, seasonal and annual basis. Develops marketing strategies and promotes programs and events. Responsible for the development of annual budget and year-end program evaluation. Develops monthly and program reports and develops, implements and meets goals and objectives. Maintains accurate data on planning, implementation, and participation in all youth and family events and programs. Cultivates and sustains positive working relationships with parents and staff; handles grievances involving customers and staff; informs Division Manager of any suggested policy changes. Assist in the planning and development of the total recreation program. Must be available for some evening and weekend program, event and Kettering Recreation Center facility management duties.

**QUALIFICATIONS:**

The ideal candidate will have a Bachelor’s Degree in Parks and Recreation, Child Development or Education and five years of related professional experience. Must have the ability to take primary responsibility for the entire program operation. Strong interpersonal skills, experience in working in public sector, and a background in recreational service delivery programs desirable. Excellent organizational and staff supervisory skills are required, as well as the ability to work effectively with all employees, City officials and the general public. Experience in budget management and preparation required. Excellent communication skills and strong leadership abilities are desirable. Previous recreation program development and management experience and being a Certified Parks and Recreation Professional (CPRP) are also preferred. If not currently certified in CPR and First Aid, certification will be required after appointment.

**COMPENSATION:**

Salary up to \$52,437.00, with entry rate dependent upon qualifications and experience. Excellent fringe benefits.

**APPLICATION PROCESS:**

Submit a Resume and Cover Letter which includes a brief overview of relevant work experience, education and training to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Rd, Kettering, OH 45429. Office hours are 8AM–5PM, M–F. Please note: The office will be closed Monday, January 16<sup>th</sup>.

**Apply immediately;** recruitment is open until the position is filled. Additional information available at: [www.ketteringoh.org](http://www.ketteringoh.org)

**Equal Opportunity Employer**

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937-296-2446 • FAX 937-296-3371  
[www.ketteringoh.org](http://www.ketteringoh.org)