

Village of Oakwood

Position Title: Recreation Commissioner

Department: Recreation

Salary: \$49,000-\$56,784

Reports To: Mayor

FLSA Status: Exempt (Full-Time)

Work Schedule: Primarily Monday–Friday, 9:00 AM–5:00 PM; evenings and weekends as required

Send Resumes to enikolic@oakwoodvillageoh.com

Position Summary

The Recreation Commissioner is responsible for the administration, planning, development, and oversight of all Village recreation programs, services, and facilities. This position provides leadership in delivering safe, accessible, and financially responsible programming that supports community wellness and engagement. The Commissioner manages staff, budgets, operations, and community partnerships while ensuring compliance with all applicable policies and regulations.

Essential Functions

(The following duties are essential to the position. Additional duties may be assigned.)

1. Program Administration and Delivery

- Develop, implement, and evaluate a comprehensive year-round recreation program, including youth, senior, fitness, sports, aquatics, and enrichment activities.
- Establish program goals, schedules, and performance measures, monitor participation and outcomes.
- Ensure programs are inclusive, safe, and responsive to community needs.

2. Facility and Operations Oversight

- Direct operations of the Community Center and all recreation facilities.
- Manage facility scheduling, rentals, and usage agreements.
- Ensure facilities meet safety, cleanliness, and maintenance standards.

- Coordinate maintenance and capital needs with appropriate Village departments.

3. Financial Management and Accountability

- Prepare and administer the department's annual operating budget.
- Monitor revenues and expenditures to maintain fiscal control and program sustainability.
- Oversee fee collection, deposits, and financial reporting in coordination with the Finance Department.
- Ensure all purchases, contracts, and expenditures comply with Village policies and purchasing procedures.

4. Staff Supervision and Workforce Management

- Recruit, hire, train, schedule, and supervise full-time, part-time, and seasonal staff, as well as volunteers.
- Conduct performance evaluations and provide coaching, discipline, and professional development as needed.
- Ensure appropriate staffing levels and compliance with labor policies and safety standards.

5. Community Engagement and Public Relations

- Promote recreation programs through marketing, outreach, and community partnerships.
- Serve as a primary point of contact for residents, addressing inquiries, concerns, and feedback.
- Build and maintain relationships with community organizations, vendors, and stakeholders.

6. Program Operations and Special Events

- Oversee the planning and execution of special events and major programs, including summer camp operations.
- Coordinate logistics such as staffing, vendors, transportation, and materials.
- Ensure all activities meet established safety and risk management standards.

7. Records, Reporting, and Compliance

- Maintain accurate records of program participation, financial transactions, and inventory.
- Prepare monthly, quarterly, and annual reports, including financial and program performance data.
- Present reports and updates to the Mayor, Recreation Commission, and Council as required.
- Ensure compliance with all applicable local, state, and federal regulations.

8. Leadership and Strategic Planning

- Establish short- and long-term goals for recreation services aligned with Village priorities.
- Develop and implement policies and procedures to improve efficiency and service delivery.
- Represent the department at meetings, public events, and interdepartmental initiatives.

Minimum Qualifications

- Bachelor's degree in Recreation Management, Public Administration, or a related field preferred.
- Minimum of five (5) years of progressively responsible experience in recreation or program management.
- Equivalent combination of education and experience may be considered.

Knowledge, Skills, and Abilities

- Knowledge of recreation program development, facility management, and community engagement practices.
- Strong financial management and budgeting skills.
- Ability to lead, supervise, and evaluate staff effectively.

- Strong communication and interpersonal skills.
 - Ability to manage multiple priorities and respond to changing community needs.
 - Proficiency in standard office software and administrative systems.
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Performance Expectations

- Programs are delivered on schedule, within budget, and meet participation targets.
 - Facilities are maintained in a safe, clean, and functional condition.
 - Financial reporting is accurate and submitted on time.
 - Community satisfaction and engagement levels are maintained or improved.
 - Staff are effectively managed, trained, and retained.
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Physical and Work Environment Requirements

- Work is performed in both office and community facility settings.
 - Requires standing, walking, bending, and light lifting (up to 25 pounds) during programs and events.
 - May require evening, weekend, and outdoor work in varying weather conditions.
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Equal Employment Opportunity & ADA Statement

The Village of Oakwood is an Equal Opportunity Employer. The Village complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to qualified individuals with disabilities to perform the essential functions of this position.

Disclaimer

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Village reserves the right to modify this position description at any time.