



28 E. Main Street  
West Jefferson, OH 43162

## Job Posting

### Public Service: Part Time Recreation & Special Events Coordinator

The Village of West Jefferson is accepting applications/resumes for a Permanent Part Time and a Seasonal Recreation & Special Events Coordinator. This position will assist the Recreation and Special Events Manager in overseeing the programming, activities and special events in the Village Parks, the Village Pool, the Community Center and throughout the Village. Working with the local groups and organizations to assist them in their activities and functions will also be required of the candidate.

The position will report directly to the Recreation and Special Events Manager. A high school diploma or GED is required and preferably an associate's degree in Parks & Recreation, Sports Management or equivalent work experience. The pay range for this job classification is \$20.05 to \$24.98 for the 2025 year. The work hours are generally 8:00 am. to 4:30 pm. Monday through Friday, however having the ability to maintain a flexible schedule for evening and weekend activities is a requirement. The Village of West Jefferson is an equal opportunity employer and offers a competitive wage and benefit package.

A detailed job description may be obtained at the Finance Department, 28 East Main Street, West Jefferson, Ohio 43162.

Candidates must submit an application to the Director of Public Service no later than May 16<sup>th</sup>, 2025. Applications may be obtained on the Village website at "Westjeffersonohio.gov" and completed applications may be submitted to [jtiberio@westjeffersonohio.gov](mailto:jtiberio@westjeffersonohio.gov).