

LAKWOOD COMMUNITY RECREATION & EDUCATION DEPARTMENT
Employment Opportunities

ATHLETICS

Adult Athletics

Adult Athletics Sports Officials, Scorers and Bowling League Secretary are independently contracted. This means that these positions receive pay at the game site and are not paid as employees through the Lakewood Recreation Department. All official and scorer positions are required to attend one to four unpaid mandatory meetings and/or training sessions prior to the beginning of each season.

- *Sports Officials Supervisor* - Must be at least 18 years of age with extensive officiating experience and knowledge of Lakewood Recreation rules. Sports include Summer & Fall Softball (April – October) and Winter Basketball (November – March).
- *Field Supervisor* - Must be at least 18 years of age with knowledge of sports and Lakewood Recreation rules. Responsible for overseeing and supervising officials, scorers, teams and spectators throughout the community. *CPR/First Aid certification required.*
- *Sports Official (Umpire/Referee)* - Must be at least 18 years of age and certified in sport officiating, (i.e. OHSAA, ASA). Sports exempt from certification: Kickball, Dodgeball and Touch Football. Sports include Summer and Fall Softball, Fall Touch Football, Winter Basketball, Fall/Spring Dodgeball, Fall, Winter and Spring Volleyball and Summer and Fall Kickball.
- *Adult Athletics Scorekeeper* - Must be at least 15 years of age with some knowledge of specific sport applied for. Sports include Summer and Fall Softball and Winter Basketball.
- *Bowling Secretary* – Must be at least 18 years of age with extensive knowledge of scoring bowling.

Youth Athletics

Employees will be expected to attend one to four staff meetings prior to and during the season, at which time, they will receive some training.

GENERAL

- *Youth Athletics Scorekeeper* - Winter Basketball (January – May), Tackle Football (September to early November)

START SMART SPORTS

Baseball, Basketball, Football, Soccer, and Sports Development programs available year around for ages 3 – 6.

- *Start Smart Sports Coordinator* – Must be at least 18 years of age with experience in teaching sports. Physical Education Certification and teaching experience preferred.
- *Start Smart Sports Assistant Coordinator* – Must be at least 18 years of age with knowledge of sport. Teaching experience preferred.
- *Start Smart Sports Helper* – Must be at least 14 years of age with knowledge of sport.

BASEBALL/SOFTBALL

⇒ Season from June – early August. Some divisions may begin prior to the end of the school year.

- *Field Supervisor* – Must be 18 years of age with extensive knowledge of sports and Lakewood Recreation rules. Responsible for overseeing and supervising staff, coaches, players and spectators at games being played throughout the community. *CPR/First Aid certification required.*
- *Youth Baseball/Softball Scorekeeper* - Must be at least 14 years of age with some knowledge of Baseball and/or Fast pitch Softball.
- *T-Ball Field Supervisor* – Must be at least 16 years of age. This is an eight week season for children ages 4 – 6. Responsible for overseeing all aspects of the game, including some teaching of skills.
- *T-Ball Field Assistant* – Must be at least 14 years of age. This is an eight week season for children ages 4 – 6. Responsible for assisting with all aspects of the game and officiating.
- *Rookie League Field Supervisor* - Must be at least 16 years of age. This is an eight week season for children ages 7 – 9. Games are played late afternoon – evenings. Responsible for overseeing all aspects of the game, including the operation of the pitching machine where applicable.
- *Rookie League Field Assistant* – Must be at least 14 years of age. This is an eight week season for children ages 7 - 9. Games are played late afternoon - evenings. Responsible for assisting with all aspects of the game and officiating.

- *Minor League Baseball Umpire* – Must be at least 16 years of age with a thorough understanding of baseball rules. Required to read and know the Lakewood Recreation and Cal Ripken/Babe Ruth rulebooks. This is a ten week season, including play-offs, for children ages 9 - 10. Games are played late afternoon - evenings.
- *Major League Baseball Umpire* – Must be at least 16 years of age with a thorough understanding of baseball rules. Required to read and know the Lakewood Recreation and Cal Ripken/Babe Ruth rulebooks. This is a ten week season, including play-offs, for children ages 10 - 12. Games are played late afternoon - evenings.
- *Fast Pitch Girl's Softball Umpire* – Must be at least 16 years of age with previous umpire experience and a thorough knowledge of fast pitch softball. Required to read and know the Lakewood Recreation and other applicable rulebooks. This is an eight-week season, including play-offs, for children ages 9 - 10. Games are played in the mornings and early afternoons.

BASKETBALL

⇒ Season from early June – Mid August. Weekday evenings twice a week

- *Summer Basketball Official* – Must be at least 16 years of age with an in-depth knowledge of basketball and be familiar with officiating rules. This is an eight-week season, including play-offs, for students who have completed 5th through 12th grades. Games are played late afternoons and evenings at Roosevelt Elementary School Gym.
- *Middle School Basketball Coach* – Must be at least 16 years of age with knowledge of basketball rules and coaching strategies. The season is January through March. Practices are held weeknights and games are played on weeknights and Saturdays. League includes 6th – 8th grades.

⇒ Season from January – mid March. Weekdays early evenings and Saturday mornings.

- *Winter Basketball Official* - Must be at least 18 years of age and certified in basketball officiating through OHSAA. This position is independently contracted.
- *Youth Basketball Scorekeeper* – Must be at least 14 years of age with some knowledge of basketball. This position is independently contracted. Winter and summer positions available.

CROSS COUNTRY

⇒ Season from mid-August through late October. Meets are on Saturdays. Practices are held weekday afternoons. Team includes grades 6 – 8.

- *Middle School Cross Country Coach* – Must be at least 18 years of age with extensive knowledge of cross country. Responsible for planning and supervision of all practices/meets. Previous coaching experience preferred.
- *Cross Country Assistant Coach* - Must be at least 18 years of age with knowledge of cross country.
- *Cross Country Helper* – Must be at least 16 years of age.

FOOTBALL

⇒ Season from mid-August through early November. Games played on Saturdays, with some weeknight/Sunday exceptions. Tackle practices are held weekday afternoons.

- *Tackle Football Coach* – Must be at least 18 years of age with knowledge of football and coaching strategies. Responsible for planning and supervision of practices in addition to games.
- *Tackle Football Official* – Must be at least 18 years of age with extensive knowledge football rules. This position is independently contracted.
- *Tackle Football Announcer* – Must be at least 18 years of age with announcing experience and knowledge of equipment. This position is independently contracted.
- *Tackle Football Scoreboard Operator* – Must be at least 16 years of age with experience and knowledge of equipment. This position is independently contracted.
- *Flag Football Official* – Must be at least 16 years of age with extensive knowledge football rules. This position is independently contracted.

CHEERLEADING

⇒ Season corresponds with Tackle Football from mid-August through early November. Games are on Saturdays, with some weeknight/Sunday exceptions. Practices are held weekday evenings. Team includes grades 5 – 8.

- *Cheerleading Coach (Tackle Football)* – Must be at least 18 years of age with knowledge of cheerleading. Responsible for planning and supervision of all practices/games. Previous coaching experience preferred.
- *Cheerleading Assistant Coach (Tackle Football)* – Must be at least 18 years of age with knowledge of cheerleading.
- *Cheerleading Helper* – Must be at least 14 years of age and assist coaches where needed.

SOCCER

⇒ Seasons include summer (June – July) and winter (January – February)

- *Soccer Fundamentals Coordinator* – Must be at least 18 years of age with extensive knowledge of the rules and fundamentals of soccer. This position is responsible for planning and implementing daily activities.
- *Soccer Fundamentals Assistant Coordinator* – Must be at least 18 years of age with knowledge of rules and fundamentals of soccer. Assist coordinator with all aspects of program.
- *Soccer Fundamentals Helper* – Must be at least 14 years of age and assist staff where needed.

TENNIS LESSONS

⇒ Sessions held from June – July. Various weekday morning sessions offered.

- *Tennis Instructor* – Must be at least 16 years of age with extensive knowledge of the rules and fundamentals of tennis. This position is responsible for planning and implementing daily activities.
- *Tennis Assistant Instructor* – Must be at least 16 years of age with knowledge of rules and fundamentals of tennis. Assist Instructor with all aspects of program.
- *Tennis Helper* – Must be at least 14 years of age and assist staff where needed.

GOLF LESSONS

⇒ Sessions held from June – July. Weekday afternoon/early evening sessions offered.

- *Golf Instructor* – Must be at least 16 years of age with extensive knowledge of the rules and fundamentals of golf. This position is responsible for planning and implementing daily activities.
- *Golf Assistant Instructor* – Must be at least 16 years of age with knowledge of rules and fundamentals of golf. Assist Instructor with all aspects of program.
- *Golf Helper* – Must be at least 14 years of age and assist staff where needed.

EVENT STAFF

- *Event Staff Supervisor* – Must be at least 18 years of age and possess leadership and supervisory skills. Event Staff employees are responsible for general supervision of facilities during programs and athletic events held throughout the school district for opening, supervising, and locking facilities. The supervisor primarily oversees large scale events; such as, football games at Lakewood High School stadium.
- *Event Staff* – Responsible for general supervision of facilities during programs and athletic events held throughout the school district for opening, supervising, and locking facilities. Positions are available year around and offer flexible schedules.

AQUATICS

All Aquatics Staff are required to attend preseason and in-season meetings, testing, and training sessions. Most positions require certifications. Candidates must submit copies of all certifications with application. Positions are as follows:

- *Pool Manager/Assistant Pool Manager* - Must be 18 years of age and have experience as a head lifeguard or equivalent, and must possess current American Red Cross Lifeguard Training, CPR-PR, AED Administration, and First Aid certification. Water Safety Instructor, Lifeguard Instructor, and CPO/AFO certification is preferred.
- *Lifeguard Instructor*- Must be certified by the American Red Cross as an LGI, and must possess current American Red Cross Lifeguard, CPR-PR, AED Administration, and First Aid certification.
- *Lifeguard* – Must be 15 years of age and certified by the American Red Cross in Lifeguard Training, CPR-PR, AED Administration, and First Aid.

- *Water Safety Instructor* – Certified by the American Red Cross as a Water Safety Instructor, and therefore able to teach all levels of the learn-to-swim program.
- *Swim Instructor Helper* – Must be at least 14 years of age and assist with learn to swim instruction. The Department will train all helpers to become American Red Cross Water Safety Aides.
- *Cashier* – Must be at least 18 years of age. Responsible for pool admissions, balancing cash register daily and assisting the enforcement of pool rules.
- *Concession Stand Manager/Assistant Manager* – Must be 18 years of age. Flexible schedules available. Must be available to work weekdays, weekends and holidays. All concession stand employees must work July 4th. Responsible for ordering and maintaining inventory and scheduling staff.
- *Concession Stand Worker* - Must be 18 years of age. Flexible schedules available. Must be available to work weekdays, weekends and holidays. All staff members are required to work July 4th.

FIELD MAINTENANCE

- *Field Maintenance Assistant Supervisor*- Must be at least 18 years of age and possess leadership and supervisory skills. Assists supervisor with overseeing preparation of all playing fields. Daytime and evening hours on weekdays and weekends. Involves physical labor.
- *Field Maintenance Worker* - Must be at least 18 years of age. Prepares all playing fields. Daytime and evening hours on weekdays and weekends. Involves physical labor.

YOUTH PROGRAMS

DAY CAMPS

Camp-Can-Do

An eight-week program for special needs students ages 5 through 13. Program includes adapted recreational activities including swimming, art, music, reading, language skills, speech, socialization, field trips, and special events.

STOP

An eight-week program for special needs students ages 14 through 21. Program is recreational and vocational in nature with vocational opportunities and field trip experiences, in addition to cooking and travels training.

- *Camp Can Do and STOP Coordinator* – The coordinator is responsible for managing staff, communicating critical issues to the Recreation Department, keeping accurate program records, planning and implementing daily activities and overseeing the overall operation of both programs. Must be 18 years old. College degree or certified teacher preferred. Should have experience with special needs students. *CPR/First Aid certification required.*
- *Camp Can Do and STOP Site Lead* – Must be 18 years old. College degree or certified teacher preferred. Responsible for the development and initiation of educational and recreational activities as well as assisting with daily program operations. *CPR/First Aid certification required.*
- *Camp Can Do and STOP Counselor* – Must be 18 years old or a high school graduate. Work with site leads to coordinate activities and actively engage participants through songs, arts and crafts, swimming, field trips, and activities.
- *Camp Can Do and STOP Student Helper* – Must be at least 14 years of age and assist staff where needed including engaging participants, supervision and activity planning.

Kids Connection

A nine-week program for kids ages 5 through 11. Program features field trips, crafts, games and other day camp activities around a weekly theme.

- *Kids Connection Site Lead* – The site lead is responsible for managing staff, communicating critical issues to the Recreation Department, keeping accurate program records, planning and implementing daily activities and overseeing the overall operation of Kids Connection. Must be 18 years old. College degree or certified teacher preferred... *CPR/First Aid certification required.*
- *Kids Connection Counselor I* – Must be 18 years old or a high school graduate. Work with site leads to coordinate activities and actively engage participants through songs, arts and crafts, swimming, field trips, and activities.
- *Kids Connection Counselor II* – Must be 18 years old or a high school graduate. College degree or certified teacher preferred. Work with site

leads to coordinate activities and actively engage participants through songs, arts and crafts, swimming, field trips, and activities.

- *Kids Connection Student Helpers*– Must be at least 16 years of age and assist staff where needed including engaging participants, supervision and activity planning.

Ohio Heritage

A one-week program for kids grades 3-6. Program activities focus on Ohio in the 1800s. Participants cook, make crafts and play historic games of that time period. Program is held at the Old Stone House in Lakewood.

- *Ohio Heritage Coordinator* - The coordinator is responsible for planning and implementing daily activities and overseeing the overall operation of the program. College degree/Certified Teacher preferred. *CPR/First Aid certification required.*
- *Ohio Heritage Counselor* - Must be at least 18 years old. College degree or certified teacher preferred. Work with coordinator in daily programming and activity planning.
- *Ohio Heritage Student Helper* - Must be at least 16 years of age and assist staff where needed; supervision and activity planning.

Preschool Potpourri

A three-week program for children ages 3 through 5 to experience arts/crafts, games, songs and exercise while socializing with other children.

- *Preschool Potpourri Coordinator* – Must be at least 18 years old. College degree or certified teacher preferred. The coordinator is responsible for planning and implementing daily activities and overseeing the overall operation of the program. *CPR/First Aid certification required.*
- *Preschool Potpourri Student Helper* - Must be at least 16 years of age and assist staff where needed; supervision and activity planning.

Safety Town

A 5 day program, 2 sessions per day, for 3 weeks, between the hours of 8:30 AM to 1:30 PM for children entering kindergarten in the fall. Instructors/helpers teach children safety both at home and on the street. Program features classroom work combined with simulated traffic/pedestrian experiences in the "Safety Town".

- *Safety Town Coordinator* – The coordinator is responsible for planning and implementing daily activities and overseeing the overall operation both programs. Must be at least 18 years old. College degree or certified teacher preferred. *CPR/First Aid certification required.*
- *Safety Town Helper* – Must be 14 or 15 years of age and assist coordinator with daily activities.

Spring Break Camp

A one week camp held during Lakewood City Schools spring break for children ages 5 through 11. Staff will create and implement fun and educational programming bases on daily themes.

- *Spring Break Camp Teacher* – Must be at least 18 years old. College degree or certified teacher preferred. Assist in daily activity planning and implementation.
- *Spring Break Camp Helper* - Must be at least 14 years of age and assist staff where needed.

HIGH SCHOOL CREDIT COURSES

- *Teacher* – Must be a certified teacher. Responsible for planning and implementing curriculum, taking attendance and assigning grades. Classes are 10 weeks (40 hours) and are offered in U.S. Government, English Grammar and English Literature.

COMMUNITY & ADULT EDUCATION

Occasionally the Recreation Department will post openings for specific adult and youth program instructors. Instructors wishing to teach an un-posted position should complete an "Idea Packet" for consideration. Packets are available at the Recreation Department. Job requirements vary by position and course.