

OPEN POSITION

SPECIAL EVENT & PROGRAM COORDINATOR

Delhi Township, OH

Date Posted: January 31, 2017

Deadline to Apply: February 24, 2017,
Applications will be reviewed as received.

Salary: \$13.00 - \$17.00 per hour

Job Title: Special Event & Program
Coordinator

Position Type: Part Time – Variable Hour

Job Location: 697 Neeb Road
Cincinnati OH 45233 &
Various parks throughout Delhi

Population: 29,510

Delhi Township, located in the western portion of Hamilton County, has an immediate need to fill the position of Special Event & Program Coordinator with the Parks & Recreation Department. This employee, reporting to the Parks & Recreation Director and working closely with the Park Coordinator, will be responsible for developing, managing, coordinating, and implementing programs,

special events, athletic events and volunteer activities throughout the parks and township facilities.

Applicants must have a high school diploma or its equivalency. Must have knowledge of and/or experience in park operations, recreational activities, special event planning, and program creation. Must be proficient in Microsoft Office programs and have the ability to learn new programs specific to job duties. Must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier. Salary range for this position is \$13.00 - \$17.00 per hour, depending upon qualifications.

How to Apply:

Submit an employment application to the address listed below. Deadline to apply is February 24, 2017; applications will be reviewed as they are received. Application and full job description can be downloaded from township website www.delhi.oh.us.

Delhi Township
934 Neeb Road
Cincinnati, OH 45233
Attn.: Human Resources Department



DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO