



City of *NAPoleon*, Ohio

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Napoleon, Ohio 43545-0151

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Web Page: www.napoleonohio.com

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PARKS & RECREATION – ASSISTANT DIRECTOR

The City of Napoleon is seeking qualified applicants for the position of Parks & Recreation Assistant Director. The primary objective of this position is to assist in the planning, implementation, and administration of the City's recreation programs and to oversee the daily operations of the Napoleon Aquatic Center and Golf Course Clubhouse.

High school diploma or equivalent is required, with college level coursework in recreational administration or a related field preferred. Applicant must possess a valid State of Ohio Driver's License. Applicant must be willing to work a flexible schedule to accommodate recreational activities.

This is a full-time position with pay ranging from \$22.33 – \$27.92 per hour. Pay will be based on qualifications and experience. Additional benefits include paid holidays, eligibility for health benefits, paid time off, as well as participation in the Ohio Public Employees Retirement System (OPERS).

Application forms are available at the City of Napoleon Administration Building, 255 W. Riverview, Napoleon and at **www.napoleonohio.com**. Applications will be accepted until 4:00 p.m. on Friday, July 31, 2026. Submit completed applications and resumes to:

Emily Meyer, Human Resources Director
c/o City of Napoleon
P.O. Box 151
Napoleon, OH 43545

Or emailed to: emeyer@napoleonohio.com

The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon

Parks and Recreation Assistant Director

Department: Parks and Recreation
Reports To: Director of Parks, Recreation and Cemeteries
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: Non-Bargaining
Approved By: Lori Siclair, City Manager
Last Updated: July 2, 2026

SUMMARY:

The primary objective of this position is to assist in the planning, implementation, and administration of the City's recreation programs and to oversee the daily operations of the Napoleon Aquatic Center and the Golf Course Clubhouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned as required.

- Selecting, training, and supervision of seasonal staff.
- Prepares work schedules for the Napoleon Aquatic Center and Golf Clubhouse seasonal staff.
- Recommends maintenance of the Napoleon Aquatic Center and the bath house / clubhouse facility.
- Supervises the daily operation of both the golf clubhouse and swimming pool operations.
- Ensures proper daily cash deposits and accurate reporting.
- Ensures the proper opening and closing of the facilities.
- Supervises off-season golf simulator operation.
- Prepares schedules, lists, and related materials for various recreation leagues and programs.
- Attends and supervises recreation programs when assigned.
- Retains volunteer coaches and assists them when necessary.
- Tracks and recommends the purchase of equipment.
- Coordinates program registration with the receptionist.
- Maintains inventory of equipment for assigned facilities and programs.
- Confers with the Director on issues pertaining to recreation programs and makes recommendations regarding new programs or improving existing programs.
- Works with maintenance employees to prep athletic fields and other related tasks.
- Prepares regular social media postings, maintains department website and timely press releases.
- Performs related work as assigned.
- Flexes schedule as needed to accommodate for evening and weekend recreational activities.

QUALIFICATIONS:

- Considerable knowledge and understanding of the philosophy and objectives of the City's recreation programming.
- Considerable knowledge and understanding of the operation of a golf course, which includes but is not limited to, types of rates and fees, the operation of a Point of Sales system, rules, regulations, and philosophies of the game of golf.
- A working knowledge of a municipal swimming pool with the ability to learn the basic knowledge of the facility operation and basic water chemistry.
- Ability to setup and supervise concession facilities including obtaining required certifications.

- The ability to communicate effectively both verbally and in writing.
- Ability to establish good working relationships and maintaining proper public relations.
- Good organizational skills.
- Good physical condition.
- Ability to deal with the public and on an individual basis.

EDUCATION AND/OR EXPERIENCE:

- High school diploma supplemented by college level course work in recreational administration or related field, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Some experience involving the handling of cash; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Proficient in computer skills, website maintenance, and a working knowledge of social media platforms.
- Must possess and maintain a valid Ohio Driver's License.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THE POSITION

- Must be able to understand and carry out simple oral and written directions.
- Must be able to lift up to twenty (20) lbs.
- This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.