

MUSKINGUM VALLEY PARK DISTRICT POSITION OPENING ANNOUNCEMENT

DATE: February 20, 2026

POSITION TITLE: Program Coordinator

STATUS: Part-time (Average of 29 hours per week)

SALARY RANGE: Based on Experience

DEADLINE: Open Until Filled

EDUCATION AND EXPERIENCE

- **Bachelor's degree from a four-year college or university in parks and recreation or related field; or 3 years related work experience and/or training in parks and recreation services implementation**
- **Knowledge of grant application procedures and administration strongly preferred**
- **Any combination of training, education and experience that would provide the required knowledge, skills and abilities required to meet the essential duties and responsibilities**

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Works closely with Executive Director in the provision of educational and recreational programs and special events; researches, plans, implements and evaluates educational programs and special events; develops program proposals for consideration**
- **Establishes program goals; tracks attendance; conducts participant surveys**
- **Develops and designs promotional information pieces; promotes programs and special events via various forms of media, including newsletters, social media, website, flyers, radio, newspaper and speaking engagements; creates interpretive text for kiosks, signage and publications; photographs program and special event participants for promotion and marketing purposes**
- **Manages online social media presence for promotion of park activities, programs, feedback, and concerns by and for the public**
- **Participates in community events as directed**
- **Assists with budget preparation, purchases and inventories of supplies and materials**
- **Participates in environmental research and special projects (ecosystem restoration, biomonitoring, bluebird nesting boxes, butterfly monitoring, native plant gardens, etc.)**
- **Recruits, trains, supervises and evaluates volunteers**

- **Actively participates in staff meetings and trainings; provides updates to the Executive Director regarding ongoing programs**

If interested, send completed Application and Resume, either by mail, email or in person.

**MUSKINGUM VALLEY PARK DISTRICT
1720 EUCLID AVE
ZANESVILLE, OHIO 43701
EMAIL: mvpd@muskingumcounty.org**

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