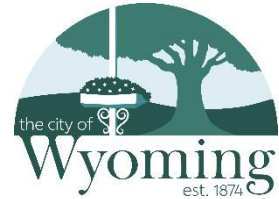




RECREATION SUPERVISOR—CUSTOMER SERVICE JOB ANNOUNCEMENT



Position Summary

The City of Wyoming is seeking an energetic, customer-focused Recreation Supervisor–Customer Service to join the Recreation Department leadership team. This key position oversees the Recreation Center’s front desk operations, guest experience, and Civic Center rentals, playing a vital role in ensuring exceptional service for residents and visitors.

The Recreation Supervisor – Customer Service leads the front desk team, manages office operations, coordinates Civic Center rentals, and serves as a primary point of contact for recreation programs and facility inquiries. This position works under the direction of the Recreation Director and plays a central role in promoting positive community engagement, efficient operations, and creating high-quality customer experiences.

Find the full job description online [HERE](#).

Deadline to Apply: June 8, 2026

Requirements

- Two years of experience in office administration, office management, or a related field; or a bachelor’s degree in business administration, accounting, or a related discipline.
- Bachelor’s degree preferred but not required.
- Strong customer service background with a commitment to elevating guest experience.
- Supervisory experience and strong organizational, communication, and office management skills.
- Proficiency with computer applications; RecTrac experience preferred but not required.
- Valid driver’s license.
- Willingness to learn new software packages as required.
- Willingness to work early mornings, evenings, weekends, and be on-call as needed.
- Valid state driver’s license required
- An interview, drug screen, and background investigation must be passed by successful candidate.

Salary and Fringe Benefits

- Salary range \$66,643.20-\$85,009.60 per year depending on skills and experience.
- City group medical and prescription insurance
- Dental and vision insurance
- Life insurance of one time your annual base salary; supplemental Critical illness, accident, voluntary life, legal, and identity theft insurance
- Twelve paid holidays per year
- Paid vacation leave
- Three paid personal leave days per year
- Bereavement leave
- Ten hours of sick pay earned per month

- Longevity pay upon evidence of merit annually
- Tuition reimbursement
- Ohio Public Employee Pension Plan and City pick up of employee's required 10% contribution
- Uniforms
- Wellness program
- Recreation Center and Family Aquatic Center Membership

The benefit details provided above are for informational purposes only and provide a general overview of some of the current benefits for eligible employees.

About the City of Wyoming

The City of Wyoming is a welcoming, safe, and diverse community for its residents and its visitors. Its small-town charm offers opportunities to interact with neighbors, strengthen friendships, and cultivate new ones. The City of Wyoming actively encourages equal opportunity for all its citizens. Its employees operate within a culture of inclusion. Wyoming implements policies that enhance public trust, pedestrian-scale redevelopment, sustainability, waste reduction, and the preservation and health of the natural environment. The City of Wyoming promotes sound economic and financial planning practices to protect its good fiscal health, and it proactively responds to new economic, environmental, and social opportunities.

Working in the City of Wyoming is a great opportunity for anyone looking to make an impact in local government. The city provides a great support structure to its employees including its benefit packages, access to resources, and an environment that fosters innovation and creative thinking. Wyoming residents are invested in the operations of their local government and are eager to work with staff to continually improve service delivery. Working in a smaller organization fosters a sense of family among its employees. Employees are given opportunities to learn and expand their skill sets, including opportunities for training, tuition reimbursement programs, and memberships to professional organizations.

How do I apply?

Interested candidates should submit a resume, cover letter, and a completed Employment Application to Rachel Leininger, Human Resources Director, 800 Oak Avenue, Wyoming, OH 45215 or by email to rleininger@wyomingohio.gov. Both electronic and printable applications can be found online at: <https://wyomingohio.gov/182/Employment-Application>.

For questions contact Rachel Leininger at rleininger@wyomingohio.gov.

The City is not responsible for electronic transmission errors, USPS delays, etc.

The City of Wyoming is proud to be an equal opportunity employer. We strongly encourage diversity in our workplace and do not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.