



**Position Vacancy:** **Human Resources Coordinator**

**Classification:** Full-Time, Hourly, Non-Exempt  
**Salary Grade/Range** Salary \$46,879 - \$58,540

**Benefits:** Ohio Public Employees Retirement System; Administrative Employee Benefits Package

**Profile:** Under the direction of the Chief of Human Resources, assist with carrying out numerous human resource functions in support of the Human Resources Department for Summit Metro Parks. Duties include but are not limited to benefits processing, facilitate hiring timeline, orientation, training, personnel paperwork processing, file maintenance, assist with personnel inquiries, and employee events.

**Qualifications:** Associate's degree in HR, business, related field or experience. Two to five years of administrative or HR support experience required. Strong attention to detail, excellent organizational, and interpersonal skills. Proficiency in Microsoft Office and HRIS systems. Ability to communicate (verbally and in writing) clearly and accurately. Ability to prioritize and manage multiple projects and deadlines. Demonstrated emotional intelligence and discretion. See Job Description for additional details.  
Valid driver's license with clean driving record, background check and Summit Metro Parks drug-free (including THC) compliant screening results required.

**Conditions of continued employment:** Must successfully complete a one-year probationary period.

**Contact:** Submit letter of interest and resume in PDF or WORD format to:  
Human Resources - [employment@summitmetroparks.org](mailto:employment@summitmetroparks.org)

**Posting Date:** January 20, 2026  
**Closing Date:** February 3, 2026