



9/23/22  
Internal

**Adult Education**  
**Spa Technology Program Manager**  
**(Part-time)**

Apollo Career Center is accepting applications for an adult education part-time Spa Technology program manager. The program is held in the evenings (Monday - Thursday / 4:00 p.m. - 9:30 p.m.). The manager is responsible for total program operation, coordination and compliance. The manager will also teach a minimum of two evenings per week.

Must possess a current instructor's license from the Ohio State Board of Cosmetology in the area of cosmetology or both nail technology and esthetics. Preference will be given to candidates with at least five years' industry experience in related fields and previous teaching experience. Candidate must have, or be eligible to obtain, licensure in Adult Workforce Education and possess strong communication skills.

Course objectives include providing theoretical and clinical instruction in manicuring, pedicuring, artificial nail enhancements, diseases and disorders, skin care practices, makeup application, hair removal, anatomy, safety, chemistry, and infection control practices.

**Interested candidates should mail or email resume and cover letter to:**

**Tara Shepherd**  
**Director of Adult Workforce Education**  
**Apollo Career Center**  
**3325 Shawnee Road**  
**Lima, OH 45806**  
**[tara.shepherd@apollocc.org](mailto:tara.shepherd@apollocc.org)**