



Apollo Career Center is accepting applications for the position of:

## ADULT EDUCATION PUBLIC SAFETY PROGRAM MANAGER

<b>STARTING DATE:</b>	April 2026
<b>REPORTS TO:</b>	Director of Adult Programs
<b>SALARY RANGE:</b>	<ul style="list-style-type: none"><li>• \$42,250 - \$64,200, based on appropriate salary schedule, commensurate with education and experience</li></ul>
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• medical/dental/life insurance</li><li>• sick/personal leave</li></ul>
<b>WORK WEEK/YEAR:</b>	<ul style="list-style-type: none"><li>• 183-day school year calendar</li><li>• day and evening hours</li></ul>
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• high school diploma</li><li>• State of Ohio Fire and Emergency Services instructor</li><li>• extensive knowledge and background in public safety</li><li>• excellent communication and customer service skills</li><li>• possess, or ability to obtain, a valid Adult Workforce Education permit</li><li>• ability to manage and motivate professionals as a cohesive team</li><li>• ability to pass FBI/BCI background checks</li></ul>
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Associate degree or higher in any discipline from an accredited institution</li><li>• evidence of a career that includes a strong work ethic, proven track record of project completion, multi-tasking, and ability to handle high-pressure environments</li></ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• all aspects of running the Public Safety program including, but not limited to, program accreditation renewals, course scheduling, curriculum development, budgeting, instructor recruiting and scheduling, teaching, and maintaining adequate facilities and training equipment</li><li>• work closely with regional fire departments and rescue squads, public safety instructors, students and organizations in an 11-county area</li></ul>
<b>MATERIALS TO SUBMIT:</b>	<ul style="list-style-type: none"><li>• application (available at: <a href="https://www.apollocareercenterhs.com/jobs-at-apollo/">https://www.apollocareercenterhs.com/jobs-at-apollo/</a>)</li><li>• resume and other applicable documentation</li></ul>
<b>APPLICATION DEADLINE:</b>	March 6, 2026
<b>APPLY TO:</b>	Tara Shepherd, Director of Adult Programs Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 419-998-2972 Email: tara.shepherd@apollocc.org