

Village of Cuyahoga Heights Position Description

Position Title:	Assistant Pool Manager	FLSA Classification:	Non-Exempt
Reports To:	Parks & Recreation Director	Department:	Parks & Recreation
Approved By:	Mayor	Final Approval/Update:	January 2026

POSITION SUMMARY

Under the general supervision of the Parks & Recreation Director, the Assistant Pool Manager assists with the day-to-day operation of the Village's pool facilities and its related operations which includes supervising and training the staff to assure positive community relations, maintaining the pool facilities in a safe and sanitary condition; and properly handling all revenue associated with its daily operations.

The physical worksite for this position will be the Recreation Complex & Pool.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Individual(s) in this position may from time-to-time be assigned other duties as appropriate. This is a seasonal, part-time position.

- Helps maintain a clean, safe, and sanitary facility by overseeing and conducting pool chemical readings, safety checks of pool equipment and the surrounding pool area and either corrects problems or report them as appropriate.
- Enforces policies, rules and regulations governing the conduct of patrons using the pool and the surrounding area; and completes and submits all incident reports accordingly.
- Collects and reconciles daily revenues from the pools snack bar and other sources, and maintains all records associated with this activity.
- Maintains inventory at Recreation Complex & Pool during season and report needs to management (including concessions, staff needed, office supplies, etc.).
- Assists with compiling and submitting reports, inventories of supplies, revenues, pool attendance, and pool chemistry documentation log, etc. as required.
- Assist with day-to-day scheduling of staff for the recreation complex and acts a backup to Parks & Recreation Director for timesheets at the recreation complex.
- Assists with swimming meets and pool events by attending and coordinating efforts required to ensure their success.
- In the absence of the Parks & Recreation Director, makes the decision to close the pool due to inclement weather, or other extenuating circumstances.
- Attends, participates in and takes lead in meetings, seminars, and in-service training; and serves on temporary committees related to the pool when requested.
- Maintains a positive and effective relationship within the department, with Village officials, and the general public.
- Observes good housekeeping and safety habits, follows all Village policies and procedures and performs other duties as assigned.
- Maintains a clean and safe environment for all staff at the recreation complex & pool during operation.
- Take necessary action when needed.
- Other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to positively interact with the general public especially children.
- Ability to communicate effectively and to establish/maintain successful working relationships.
- Skills to react effectively in emergencies or stressful situations.
- Must be able to handle and reconcile cash against sales and compile associated reports.
- Management of a diverse part-time staff.

Minimum

Must be at least 18 years of age and reliable.
Must pass a background check.
Be able to work days/nights/weekends (seasonal May – August)

Preferred

Previous experience working with children.
CPO Certified -the ability to get certified will be offered.

WORKING CONDITIONS (ENVIRONMENT/PHYSICAL DEMANDS)

Environmental

Work is performed at an outdoor or indoor facility with exposure to all types of weather conditions, including exposure to the sun, and to chemically treated water.

Physical/Mental

Work requires normal physical/mental effort such as walking, standing, bending, lifting, etc.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in a broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date

Print Name