

Village of Cuyahoga Heights Position Description

Position Title:	Assistant Recreation 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 Recreation Manager assists with the day-to-day operation of Toscana and its related operations, which include supervising and training the staff to assure positive community relations, maintaining the recreation 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 Toscana.

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 the 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.

- Have and maintain CPR/First Aid and Food allergy training.
- Will be responsible for planning and scheduling programming themes (weekly and monthly), activities and crafts (for example- Mon-board games, Tue-craft, Wed-Volleyball) for Toscana and the Recreation Complex.
- Work with all recreation attendants to coordinate recreation activities in all recreation facilities.
- Assist with scheduling, timesheets, and payroll for Parks & Recreation staff as directed by Parks and Recreation Director; serves as backup when needed for the Parks & Recreation Director.
- Communicate and enforce all rules and regulations to patrons as needed.
- Maintain inventory at Toscana during season and report needs to management. (including but not limited to concessions, staff needs, office supplies, programming equipment, etc.).
- Assists with compiling and submitting reports, inventory of supplies, revenues and facility attendance as required.
- Keep playground, pickleball court, sport court, Toscana and other recreation areas clean during operation.
- Assist with planning and attending special events/parties at the recreation facilities.
- Assist with concession procedures, ordering, and management (when applicable).
- Communicate all incidents with supervisor on duty.
- 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 Toscana and Recreation Complex & Pool during operation.
- Coverage for the front desk at recreation facilities as needed.
- Take necessary action when needed.
- Other duties deemed necessary by supervisor.

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.

Minimum

Must be at least 18 years of age and reliable.

Must pass a background check.

Preferred

Previous experience working with children.

Previous experience coaching/Instructing recreational sports or workouts.

Previous concessions experience.

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 the 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