

Village of Cuyahoga Heights Position Description

Position Title:	Recreation Attendant	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 Recreation Attendant maintains and controls the activities and cleanliness of the playground, pickleball court, sport court and other recreation areas.

The physical worksite for this position will be the Recreation Complex & Pool and 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 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.
- Communicate and enforce all rules and regulations to patrons as needed.
- Communicate all incidents with supervisor on duty.
- Keep playground, pickleball court, sport court and other recreation complex areas clean.
- Assist in running and participating in Toscana programing, weekly themes, activities and crafts (for example Mon-board games, Tue-craft, Wed-Golf Sim League, Thurs – Shuffleboard).
- Assist with all special events/parties at all recreation facilities.
- Assist with keeping all recreation areas clean and ready for resident use at Toscana (year-round).
- Maintain inventory of sports equipment (including condition), craft supplies, and other recreation activity needs. Report any damaged supplies or needs to supervisor.
- 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 15 years of age and reliable.

Preferred

Previous experience working with the public and children.

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