

Elyria Parks & Recreation Facility Manager

Position Summary:

The Parks & Recreation Facility Manager (Part-Time) is responsible for overseeing the operations, maintenance of community recreation facilities. This role ensures a safe, clean, and welcoming environment for patrons, staff, and community programs. The position involves light physical labor to support facility setup, maintenance, and overall functionality.

Key Responsibilities:

- Perform light physical labor including lifting tables/chairs, moving equipment and setting up rooms.
 - Clean up spills, restock supplies, and change trash as needed to maintain a clean facility.
 - Open, close, and secure the facility according to established procedures.
 - Maintain cleanliness, order, and safety of all recreational areas.
 - Enforce rules and regulations to ensure public safety and appropriate use of spaces.
 - Monitor inventory of supplies.
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Minimum Qualifications:

- 18+ Years of Age
- Ability to work Independently as Manager on Duty
- Ability to Fill Out Accident or Incident Report Forms
- Willing to Complete CPR/First Aid Certification (Department Provided)
- Good Customer Service Deliverance

Salary: \$11.70/hr.

Qualified candidates should submit a City of Elyria application and updated resume found at <https://www.cityofelyria.org/departments/human-resources/> or via e-mail to careers@cityofelyria.org or by mail or in person to ATTN: HR, 131 Court Street, Suite 104, Elyria, OH 44035.

<p>As an equal opportunity employer, the City of Elyria does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, gender identification, age, military status, veteran's status, genetic information, disability, ancestry, familial status, or on any other basis that would be in violation of any applicable federal, state, or local law.</p>
