

Seasonal Facility Manager

Job Summary

Under the supervision of the Deputy Directors and Recreation Supervisors of Parks, the Seasonal Facility Manager is responsible for the day-to-day operations of assigned recreational facilities within the Allegheny County Parks.

This is a seasonal position. Managers may be assigned to one or more facilities depending on experience, certifications, availability, and seasonal needs. Employment is not required year-round and applicants may indicate availability by season and by facility.

Seasonal recreational facilities include:

Boyce Park

- Ski Slopes
- Wave Pool

North Park

- Ice Rink
- Swimming Pool
- Golf Course / Golf Course Concession

Settlers Cabin Park

- Wave Pool

South Park

- Ice Rink
- Wave Pool
- Golf Course / Golf Course Concession

Training and Experience Required

- High school diploma or equivalent required
- Prior supervisory or management experience preferred

Note: This position required flexible availability, including evenings, weekends, and holidays. On-site presence during programs and special events may be required to ensure safe and successful operations.

Major Duties

- Responsible for the daily operations of the recreational facility assigned
- Supervise employees engaged in various tasks required to operate the facility
- Coordinate and manage concession operations including staffing, inventory, and food preparation
- Schedule staff accordingly to meet safety requirements and efficient levels of customer service
- Ensure compliance with regulations
- Coordinate with facility maintenance, concession workers, rink staff, and supervisors daily
- Follow proper cash handling procedures
- Complete daily and weekly sales and attendance reports
- Promote positive public relations and provide effective customer service

Wages

- \$16 – 22 per hour, based on experience and certifications

Knowledge, Skills, and Abilities:

- Microsoft Office including Word, Excel, and Outlook
- Active Network software
- Cash handling policies
- Staff oversight and training

Preferred Certifications:

Certifications are not required at the time of application. Certification needs depend on the facility and duties assigned. Possession of these certifications may impact pay rate.

- ServSafe Food Handler
- ServSafe Food Manager
- Responsible Alcohol Management Procedures Manager
- Lifeguard
- Lifeguard Instructor
- Certified Pool Operator

The above statement reflects a general description of this position and are not intended to be an all-inclusive list of tasks that an employee may be assigned including alternate functions from time to time, both within and outside their assigned department.

Questions?

Contact the Parks Recreation Office at 412-350-2468

Ready to apply?

1. Complete the [Seasonal Employment Application](#)
2. Email ParksSeasonalEmployment@alleghenycounty.us with the job title in the subject line