

## **PARKS AND RECREATION PART-TIME WORKER (rev Jan 10, 2024)**

**Position:** A part-time hourly position as Parks and Recreation Worker for the Oakland Township Parks and Recreation Commission (PRC). This position's duties are to perform program implementation assistance and facility operations involving park and recreation facilities, grounds and programs. A variety of Oakland Township Parks and Recreation programs and services are offered outside the typical nine-to-five workweek therefore, we are seeking an individual who desires and is willing and able to work evenings, weekends and periodic weekdays during normal business hours.

**Supervision/Organization:** The Parks and Recreation Worker will be directly supervised by the Recreation Manager. The Recreation Manager reports to the Parks and Recreation Director and the PRC which is responsible for approximately 1500 acres of park land and recreation facilities as well as the Oakland Township portion of the Paint Creek Trailway.

Responsibilities: **Duties may include but are not limited to the following major responsibilities:**

### **Majority of Spring, Summer and Fall Essential Responsibilities:**

#### Soccer fields:

Assists staff in coordination of programs at athletic fields and recreational facilities.

- Prepares soccer fields for game time for rentals including a variety of field setups and breakdowns including (trash cans, benches, goals, nets, flags, signs, etc.).
- Acts as a point of contact for soccer related questions.

#### Outdoor adventure, kayak, camps, programs, special events:

- Monitors participants, facilities and grounds during park and recreational programs and special events.

### **Majority of Winter Essential Responsibilities:**

#### Sled Hill and Ice Rink:

- Assists staff in winter recreation facility tasks including but not limited to sled hill and warming hut operations and monitoring and winter programs such as skate clinics and Winter Carnival.

### **Other Year-round Assistance:**

- Assists Recreation staff during office hours in preparation for program implementation and delivery.
- Sets up and takes down recreation supplies and equipment for programs and monitors condition of equipment, supplies and facility.
- Observes recreation facilities and participants which requires visual and hearing acuity to ensure safety procedures and usage procedures are followed.
- Assist with recreation supply and equipment inventories, storage and upkeep.
- Assists park patrons by monitoring site traffic and parking lot at high-use times.

- Safely operates park truck, snow blower, golf cart, gator and trailer, hand and power tools.
- Maintains safety and repair records and reports.
- Participates in special event park programs such as Goodison Good Tyme, Music in the Meadows, etc.
- Willingness and ability to follow proper Personal Protection Equipment (PPE) protocol.
- Willingness and ability to attend educational seminars and training opportunities related to job duties.
- Appropriately responds to emergencies which occur on municipal property.
- Maintains good relations with the general public and law enforcement officers.
- Provides accurate information to the public regarding the Township parks.
- Other duties as assigned.

**Qualifications:**

**Required Education, Experience, Knowledge and Abilities**

High school graduate or GED.

Minimum one year working knowledge of recreation facility operations and program implementation.

Minimum one year working knowledge of athletic field operations.

Must be willing and able to work a flexible schedule consisting of nights and weekends based on soccer field rental schedule and availability of winter outdoor recreation facilities (sled hill and ice rink) as well as occasional in-office recreation program assistance during the normal business week.

Knowledge of methods, techniques, and requirements for the operation of recreation buildings, facilities, grounds, athletic fields and courts and equipment.

Ability to communicate effectively orally and in writing with all age groups to maintain good public relations.

Ability to take direction and work independently or with other employees.

Ability to read and understand safety data sheets (SDS).

Ability to interpret and work with maps/plans.

Ability to work in Word and Excel Software.

Must be proactive, reliable, and punctual.

Must be 18 years or older.

**Desired Education, Experience, Knowledge and Abilities**

Experience working for a Parks and Recreation Department or Non-profit Camp organization in program planning and implementation.

Experience working for a Parks and Recreation Department in facility and grounds maintenance.

**Physical Requirements**

Ability to perform physical work, sometimes under adverse conditions or in inclement weather.

Ability to climb ladders, walk for extended periods, stand for long periods, move heavy objects weighing minimum 50 pounds, and traverse rough terrain.

Must be able to endure heat/cold for long periods of times.

Must be able to stand and work for long periods of time.

Ability to bend, stoop and reach in all directions.

**Special Requirements, Licenses, and Certifications**

Valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks will be completed.

Must be able to provide own transportation as needed.

Willingness and ability to obtain and maintain related licenses or certifications such as First aid and CPR within six weeks of hire.

Preferred education or technical training in parks and recreation programming and athletic field oversight.

*This casual position is not eligible for any benefits even though they may work on occasion more than 40 hours per week.*

*Total hours worked in one year cannot exceed 500 hours.*