



NOTICE OF POSITION AVAILABLE: RECREATION PROGRAM ASSISTANT

Position: Position as *Recreation Program Assistant* for the Oakland Township Parks and Recreation Commission (PRC) in Oakland County, Michigan. The majority of position's duties are associated with assisting the Recreation Manager in planning, managing, supervising, and evaluating the Township's recreation programs and events and use of recreation facilities. This position is directly supervised by the Recreation Manager.

Organization: The Charter Township of Oakland (a prominent suburb of metro Detroit located in the northeast corner of Oakland County, Michigan with an estimated population of 20,000+). Oakland Township Parks and Recreation (OTPR) has been consistently growing and evolving during the last twenty years as the amount of park land, recreation facilities and programming has more than doubled. OTPR manages 18 parks and conservation areas totaling 1500 acres as well as the Oakland Township portion of the Paint Creek Trailway. Recreation facilities include a nature center, winter sled hill, athletic fields, archery range, canoe/kayak docks, picnic areas and miles of trails. Nature programs; archery, kayak, and soccer classes; fitness/wellness; seasonal carnivals and summer concerts are offered through vendor contracts.

Responsibilities: Duties will include the following major responsibilities:

- Assists in the planning for special events and nature, sports, health and fitness programs.
- Assists with written communication and marketing concerning recreation activities or facilities.
- Assists with the inspections and monitoring of recreation programs and facilities.
- Collaborates on cultivation of partners and sponsors for recreation programs and facilities.
- Meets and coordinates with community interest groups concerning recreation activities.
- Recruits and selects recreation volunteers and assists with their training and supervision.

Qualifications:

Core coursework in Parks and Recreation; or related field. One-two years' experience in developing parks and recreation programs; experience in working with public; experience working with websites, social media preferred; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

Pay Rate and Work Schedule: Hourly range of pay is \$18.50 - \$23.50 per hour (DOQ) and employee will be expected to work 29 hours per week. This position offers partial benefits including 13% contribution by Township to 401a pension, 457b (supplemental savings program), 2% contribution to Health Care Savings Plan, and paid holiday, personal, and vacation time.

To Apply: **Submit cover letter along with resume and three professional references by mail or e-mail no later than midnight, Sunday, June 11, 2023. Start date: immediately.**

Mail to:

Recreation Program Assistant Position,
Oakland Township Parks and Recreation
4393 Collins Road, Rochester, MI 48306

E-mail to: ckasprzak@oaklandtownship.org with subject "Recreation Program Assistant Position"

Please see the Parks and Recreation page of the Oakland Township website, www.oaklandtownship.org, for a complete list of specific responsibilities and required qualifications.

*The Charter Township of Oakland is an Equal Opportunity Employer.
Pre-placement physical exam at department's expense will be required.*