



PARKS AND RECREATION NOTICE OF POSITION AVAILABLE

Position: A part-time, hourly position as Parks and Recreation Worker for the Oakland Township Parks and Recreation Commission (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 Trail. 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.

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.

Special Events - Participates in special event park programs such as Goodison Good Tyme, Music in the Meadows, etc.

Outdoor adventure, kayak, camps, programs - Sets up and takes down recreation supplies and equipment for programs and monitors condition of equipment, supplies and facility.

Winter Essential Responsibilities: 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.

Year-round Responsibilities:

- Assists park patrons by monitoring site traffic and parking lot at high-use times.
- Observes recreation facilities and participants to ensure safety and usage procedures are followed.
- Maintains safety and repair records and reports.
- Appropriately responds to emergencies which occur on municipal property.
- Safely operates park truck, snow blower, golf cart, gator and trailer, hand and power tools.
- Assist with recreation supply and equipment inventories, storage and upkeep.
- Assists Recreation staff during office hours in preparation for program implementation and delivery.

Qualifications: High school graduate or GED 18 years or older. Valid Michigan driver's license. Minimum one year working knowledge of recreation facility operations and program implementation. Minimum one year working knowledge of athletic field operations. Ability to work evenings, weekends, and holidays, or as needed in adverse weather conditions. Knowledge of methods, techniques, and requirements for the operation and maintenance of buildings, facilities, grounds, athletic fields and courts and equipment. Ability to lift, push, and pull up to 50 pounds and traverse rough terrain. Ability to work in Word and Excel.

Pay Rate, Starting Date and Work Schedule: Pay shall start at \$17.00 per hour. Employee's total hours worked in one year cannot exceed 500 hours annually. Start date: Immediately.

To Apply: **Submit cover letter with resume and three work references by mail or e-mail. Taking applications until filled.**

Mail to:

Park and Recreation Part-Time Worker
Oakland Township Parks and Recreation
4393 Collins Road, Rochester, MI 48306

E-mail to: mrutledge@oaklandtownship.org

Full job description at www.oaklandtownship.org.

The Charter Township of Oakland is an Equal Opportunity Employer.