

Mecosta County Park Commission
Job Description
SEASONAL PROGRAMMER

General Summary: Under the supervision of the Office Manager or Park Manager, schedules and leads activities for children and/or adults. Must be able to interact with adults and ask parents and/or other staff for assistance when necessary and needed. This individual should be able to assist in and know another park position, such as Office Ranger, and must be willing to float between all of the Mecosta County parks if necessary. The park employee should report any situations that might require attention (examples: speeding, noise, complaints, malfunctioning equipment, damaged or missing park property) to the Office Manager or Park Manager.

Conduct: Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, management and co-workers.

Drug Free Workplace Policy: Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

Hours of Work: Due to the nature of the job, employees will be expected to work weekends and holidays. Employee shall report to work on time and stay on duty for their entire scheduled shift but may be sent home during slow business periods or inclement weather. A standard work week consists of up to forty hours per week, five days a week, with two days off per week. Employee will leave and return on time when utilizing meal and break periods. Work schedules, days off, break periods, etc., will be determined by the Office Manager or Park Manager. Additional work hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.)

Minimum Entrance Requirements: Applicant must be at least 16 years of age. Applicant must have good computer skills. Applicant should be a self-motivator and demonstrate good communication skills.

Typical/Essential Duties:

- Answers many and varied questions from children, teenagers, and adults (i.e.: recreation facilities, activities, etc.)
- Gives directions simply and precisely for easy understanding by different groups.
- Has a general knowledge of some arts and crafts and good imaginative skills (to produce ideas for projects, programs, and activities).
- Prepares and schedules daily activities/programs for a week or more in advance and posts this schedule on all park information boards as well as in the park office. Keeps a log of all activities done.
- Orders supplies and equipment on a timely basis with approval of park manager.
- Keeps arts and crafts building and surrounding area clean and maintained at all times.
- Works within a specific budget to create shirts and fliers.
- Be flexible to changes (due to lack of attendance, weather, etc.).
- Be able to recruit volunteers and have ideas to get donations.
- Program special events (i.e.: Battle for Brower, Tractor Show, etc.).
- Obtain parent permission slips if and when they are necessary.

- Performs safety inspections of playground equipment and recreation areas prior to activities utilizing those areas.
- Weight Lifting Limit: all employees be able to lift at least 35#.

The above statements are intended to describe the general nature and the level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list. This position also includes all jobs/duties assigned by park management or their superiors.

As a potential employee for the Mecosta County Park Commission, it shall be understood that the nature of this position may require you to temporarily work in another Mecosta County Park location or assist with other duties as needed.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I also understand that I may be temporarily transferred to another park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is hourly at-will (and can be terminated with or without cause) position that may require more than a forty-hour workweek during the peak operating season in order to fulfill my responsibilities.

Signature: _____

Date: _____