

# Mecosta County Parks Seasonal Employment

## Applications Accepted Beginning March 2020

Below is a brief description of seasonal park positions which are intended to describe the general nature and level of work being performed by employees assigned to each classification. Detailed job descriptions are available upon request. All hourly park positions will be expected to work weekends and holidays, possibly 6 days/week, not normally to exceed 40 hours per week. All Managers and Asst. Managers will be expected to work weekends and holidays with a minimum of 40 hours per week. The Mecosta County Park Commission has adopted the Mecosta County Board of Commissioners "Drug Free Work Place Policy." Each employee must sign and adhere to the policy. All employees will be working with the public and assisting park guests. Customer service skills are a prerequisite for all positions. If you have any questions, please feel free to contact our administration office staff. Thank you for your interest in Mecosta County Parks.

Seasonal Employment opportunities range from Mid-April through Mid-October.

**Park Co-Manager:** Performs all aspects of park management including, but not limited to management of staff, financial balancing and reporting, rules and regulations enforcement, complaint resolution, guest registration, event planning, inventory of supplies, park maintenance, and custodial duties. Salaried position. Housing/Campsite provided.

**Custodian:** Thoroughly cleans and sanitizes park facilities, regularly inspects restrooms and park buildings for cleanliness, inventories and utilizes cleaning supplies as required.

**Ranger/Night Ranger:** The park ranger position is responsible for assisting management in any task necessary. These tasks include enforcement of park rules and regulations, registering campers and park guests, maintaining park grounds and buildings, responding to minor complaints, custodial duties and event preparation.

**Office Ranger:** Responsible for all office processes including greeting park guests, selling vehicle passes, registering campers, compiling reservations, answering phones and office cleaning.

**Maintenance Worker:** Performs all aspects of daily park maintenance. Duties include mowing, landscape maintenance, litter removal, equipment upkeep and repair, painting, and custodial duties.

**Roving Park Ranger:** Position requires traveling to multiple parks and providing assistance with minor task as deemed necessary by management. Tasks primarily include maintenance and custodial duties.

**Programmer:** Researches programs and events to be held within the campground. Creates a weekly schedule of events and markets to onsite and incoming guests. Administers programs, arts and crafts, and special events for park guests.

**Concessions Worker:** Responsible for welcoming guests at the concessions building, taking orders for food or beverage, presenting prices, processing cash payments, operating food preparation equipment, and keeping the building and equipment clean and sanitized.



[www.MecostaCountyParks.com](http://www.MecostaCountyParks.com)