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Job Description

Seasonal Office Ranger

Seasonal position approximate employment dates are late April through early October.

General Summary: Under the supervision of the Office Manager or Park Manager, participates in all task necessary to operate a County Park office including completing sales transactions, accepting payments, answering phones, and selling permits. Enforces rules and regulations as established by the Park Commission. This individual should be willing and capable to assist in other park positions, such as Park Ranger and/or Concessions Ranger, and must be willing to float between all the Mecosta County parks if necessary. The park employee should report any situation 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. Employees are expected to always remain professional 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 excellent computer skills. Applicant must have the ability to stand for extended periods (6-8 hours). Customer service experience is preferred. Applicant must be willing to obtain CPR/First Aid certifications as requested and supplied by the employer. Applicants should be self-motivators and demonstrate good communication skills

Weightlifting Limit: All employees must be able to lift at least 35 pounds and be able to perform frequent bending, reaching, lifting, twisting, and repetitive motion.



Typical/Essential Duties:

- Provide friendly and efficient customer service with knowledge of park amenities, rules, and operating standards.
- Must have full knowledge of the park office operations including utilizing a computer to register campers, selling of vehicle and boat permits, completing phone correspondences, etc..
- Must have knowledge of the Park Commission rules and regulations to assist in the safe and controlled operations of the park.
- Handles and records minor complaints whether in park office or in park area, such as barking dogs, facilities out of order, maintenance problems, etc..
- Utilize a point-of-sale system (POS) to complete sales transactions, accept payments, process credit/debit transactions and provide accurate change.
- Responsible for balancing cash register and inventory at the end of each shift.
- Stocks office and retail supplies. Make notations for management when stock is low.
- Cleans, organizes, and sanitizes park interior areas.
- Cleans outside public spaces including tables, floors, and windows.
- Picks-up trash, sweeps, and mops on a routine basis in interior and around exterior of office.
- May be required to do some periodic restroom stocking and cleaning.
- Maintains awareness of surroundings for guest safety and reports any concerns to management.
- Assists in emergency situations including medical incidents, severe weather events, evacuations, and lost persons.
- Maintains proper uniform and appearance standards.
- Resolves guest concerns calmly and professionally.
- Performs other work-related duties as assigned by management.

Employment Perks: Seasonal employees are offered a 10% retention payment at the end of the season, if the conditions of their employment term are met. Employees receive one (1) annual vehicle permit to the Mecosta County Parks after the first week of employment and receive a 50% discount on nightly camping or cabin rates.

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 an 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 to fulfill my responsibilities.

Signature: _____

Date: _____

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