



22250 Northland Drive, Paris, MI 49338

Admin@MecostaCountyParks.com

www.mecostacountyparks.com

Office: (231) 832-3246

FAX: (231) 832-2078

Job Description

Seasonal Activity Programmer

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

General Summary: Under the primary supervision of the Office Manager or Park Manager with oversight from the Full-Time HR, Events, and Marketing 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 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. 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 18 years of age. Applicant should have good leadership and customer service skills. Applicant should have knowledge and be capable of performing basic activities and event planning, coordination, and implementation. The applicant must possess a valid driver's license and pass a pre-employment background screening. 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.

Preferred Skills: High School diploma or higher education is preferred. Knowledge and prior experience of event coordination, education, and/or childcare is preferred.



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Typical/Essential Duties:

- Prepares and schedules daily activities/programs for a week or more in advance. Shares and post activity schedule with marketing staff, on information boards, and in the park office.
- Answers varied questions from children, teenagers, and adults (i.e.: recreation facilities, activities, etc.)
- Provide friendly and efficient customer service with knowledge of park amenities, rules, and operating standards.
- Is comfortable speaking and instructing large groups using speakers/sound enhancement.
- Gives directions simply and precisely for easy understanding by different groups.
- Has a general knowledge of varied arts and crafts and good imaginative skills to produce ideas for projects, programs, and activities.
- Orders supplies and equipment on a timely basis with approval from the HR, Events, and Marketing Manager.
- Keeps arts and crafts building and surrounding area clean and maintained at all times.
- Is flexible to changes (due to lack of attendance, weather, etc.).
- Is able to recruit volunteers.
- Program and implement special events (i.e.: bike parades, trivia, movies, wagon rides, etc.).
- Obtain parent permission slips when they are necessary.
- Performs safety inspections of playground equipment and recreation areas prior to activities utilizing those areas.
- 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: _____