

Job Description
Seasonal Park Manager

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

General Summary: Under the general supervision of the Full-Time Operations Manager and Full-Time Operations Director with oversight provided by the Park Superintendent. Responsible for the supervision of the Seasonal Office Manager and all line-level positions within the park. Duties include supervision and participation in all established work functions necessary to operate and maintain a county park and campground operation as listed in the typical and essential duties section of the job description.

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. The employee is expected to always remain professional while interacting with patrons, superiors, park managers and line staff.

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: A standard work week consists of forty to fifty hours per week, five days per week, with two days off per week. Due to the nature of the job, the employee will be expected to work weekends and holidays. The employee agrees to be “on call” a minimum of 3-4 times per week and reside within the park during non-working hours to address customer complaints and emergency situations that may arise. Additional work and “on call” hours may be required of the employee due to unusual circumstances such as emergencies, employee absenteeism, and exceptional park usage. Work schedule will be reviewed and approved by the Operations Director or Operations Manager.

Housing: Residence in the park is required for a minimum of 3-4 nights/week during the camping season. A seasonal campsite or housing unit will be provided as part of the job offer for the position. The housing unit or campsite provided shall always be kept clean and maintained to the satisfaction of the Mecosta County Park Commission.

Minimum Entrance Requirements: High School diploma or higher education is required. The applicant must have a basic knowledge of budgeting and accounting principles, financial reporting, database use, event management, office management, customer service experience and computer skills, including proficiency in Microsoft Office programs (Excel, Word, and PowerPoint). The applicant may be required to demonstrate computer skills. The applicant must possess a valid driver’s license and pass a pre-employment background screening. The applicant should be a highly organized self-motivator capable of multitasking, demonstrating good written and verbal communication.

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: Bachelor's degree in business, hospitality, parks and recreation or a combination of equivalent experience in park management or administrative capacity. Knowledge of hospitality-related reservation programs is preferred.

Typical/Essential Duties:

- Under the direct supervision of the Mecosta County Park Commission Operations Director and Operations Manager, is responsible for the day-to-day operations of a county park including oversight of the office manager, park line staff, volunteers and other specialty groups, employee training, scheduling, payroll and other personnel needs as assigned.
- Finalizes bi-weekly work schedules for all staff and managers ensuring that adequate personnel will be on hand to operate and maintain all park offices, facilities, and retail sales. Ensure time sheets for each staff member are completed accurately and submits forms to the administrative office as scheduled.
- Oversee and prioritize daily work assignments, providing training when necessary. Inspects work in progress and completed assignments to ensure the quality and quantity of work performed.
- Inspects Park grounds and facilities in ensuring proper maintenance, safety and cleanliness standards are being obtained.
- Creates and reviews operational reports (arrivals, departures, reservations) as necessary to establish goals and project list for line staff.
- Assist with planning, scheduling, and overseeing the implementation of special events and weekly activities.
- Creates improvement action plans and communicates park operational or material deficiencies to superiors.
- Performs various personnel management functions such as evaluating employee performance, documenting coaching/counseling of employees, and recommends the discharge of unsatisfactory employees.
- Oversee the monitoring and adherence of established park rules and regulations, policies and procedures by staff and park guests.
- Responds and communicates with appropriate staff to solve a variety of complaints such as barking dogs, noisy campers, inoperative facilities, etc. May be called upon to perform in public relations duties, such as answering questions, assisting park users, etc.
- Maintains and keeps up to date inventories of all supplies and equipment.
- Provides customer service to park guests. greets public, answers incoming telephone calls, administer reservation requests and receives park revenues. Registers incoming campers and other park users, issues permit and assigns campsites.
- Ensures cash drawer for each shift is balanced against permits and other sales. Deposits money as required.
- Travels to banks and other locations as directed by their superiors.
- Works with office and park staff to ensure that all vehicles/boats entering have required permits.
- As needed, fills in and assists with any level of staff position such as office, concessions, building and grounds maintenance and custodial duties.
- Assists with ensuring facility reservation and accounting software is operating efficiently and communicates any concerns with superiors.



- Is available “on call” during scheduled manager on duty evening and overnight shifts to respond to staff or camper concerns.
- Coordinates various park opening and closing checklist items with the superiors.
- Maintains confidentiality regarding sensitive information.
- Assists in emergency situations including medical incidents, severe weather events, evacuations, and lost persons, and completes required incident reports related to such occurrences.
- Maintains proper uniform and appearance standards.
- Resolves guest concerns calmly and professionally.
- Performs other work-related duties as assigned by Operations Director or Operations Manager.

Employment Perks: Seasonal managers 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. Park Managers receive housing or a seasonal campsite as described with a formal employment offer.

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 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 understand that this is a seasonal salary at-will position that can be terminated with or without cause and may require more than a forty-hour work week to fulfil my responsibilities and requires “on call” residence within the park of employment a minimum of 3-4 days each week.

Signature: _____

Date: _____

