

Mecosta County Parks Seasonal Employment

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

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, not normally exceeding 40 hours per week. All Managers and Assistant 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 Workplace 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 employment with Mecosta County Parks.

Park Manager: Performs all operational aspects of park management including, but not limited to management of staff, training, scheduling and payroll, delegation of tasks, financial balancing and reporting, rules and regulations enforcement, complaint resolution, guest registration, event planning, inventory and ordering of supplies, park maintenance and custodial duties. [Housing/Campsite provided in addition to wages.](#) [Overnight duties required.](#)

Office Manager: Assists Park Manager in carrying out managerial and day-to-day office duties, manages park office processes including staff scheduling, payroll, financial balancing and reporting. Management of retail/store/concessions operations including stock at select locations. [Housing/Campsite provided in addition to wages.](#) [Overnight duties required.](#)

Office Ranger: Responsible for all day-to-day office processes including greeting park guests, selling of vehicle permits, cash handling, processing of reservations, registering campers, answering phones, minor retail sales, and office cleaning.

Park Ranger: Responsible for day-to-day in-park duties such as grounds maintenance, facilities/playground maintenance, trash clean-up, campsite turn-over, accommodating customer requests, custodial, & Rules and Regulations enforcement.

Night Ranger: Responsible for park ranger duties during evening and overnight hours with a higher concentration of Rules and Regulations enforcement, park security duties, and complaint resolution obligations.

Night/Office Ranger: Assists with all office and night ranger responsibilities during evening and overnight hours.

Programmer: Researches, plans, and administers family activities, arts/crafts, and events held within the park. Creates and executes a weekly schedule of events and activities. Actively promotes visitor participation and engagement.

Custodian: Thoroughly cleans and sanitizes park building and rental facilities. Regularly inspects and ensures cleanliness of restrooms. Inventories, utilizes, and maintains cleaning/sanitizing supplies as required to meet park standards.

Concessions: Responsible for welcoming guests at the concessions building, processing payments and balancing cash register, taking and preparing food concessions orders, operating and cleaning food preparation equipment, stocking shelves, store cleanliness and assisting with inventory.

Grounds/Maintenance: Performs all aspects of day-to-day park maintenance including mowing, landscaping, litter and trash removal, equipment upkeep and repair, minor plumbing and electrical repairs, painting, and custodial duties.