

**Reference: Part-time Parks and Recreation Position**

**Position: Parks and Recreation Assistant**

**Status: Part-Time/Seasonal**

**Reports to: Parks and Recreation Manager**

**Description:** Position would be part time with Charlevoix Township Recreation Department. The employee would work under supervision of the Parks and Recreation Manager.

- **Requirements:**
  - 18 years old or older in order to be able to use all of the equipment that could be used.
  - Be able to lift 50 lbs or more.
  - Work in all weather conditions including but not limited to rain, snow, extreme heat and cold.
  - Understand safety techniques and apply them to all situations.
  - Clean driving history.
  - Ability to pass background checks without issues.
  - Abide by Charlevoix Township employee handbook as it applies to part-time/seasonal employment.
- **Job Responsibilities work include but not limited to:**
  - Operate zero turn equipment.
  - Operates small engine equipment such as gas trimmers, gas blowers, and push mowers.
  - Clean and sanitize buildings including bathrooms.
  - Landscaping tasks that include the use of hand tools including shovel, rakes, brooms etc.
  - Garden bed maintenance to include pruning, spreading mulch, tree trimming, hedging, etc
  - Conduct routine maintenance on gas powered equipment.
  - Athletic field maintenance and game set-up.
  - Monitor the cleanliness of playgrounds and open space areas in the park.
  - Perform laborer tasks such as cleanup of work sites, materials moving, cleaning of vehicles and equipment and shop areas.
  - Tennis and Pickleball court clean-up and maintenance.
  - Responsible for disposal of trash, waste, and other disposable materials daily
- **Compensation:** TBD
- **Expected Hours:** 24-28 hours per week from mid April to late November