



## **NOTICE OF POSITION AVAILABLE**

**Position:** A part-time, hourly position as **Parks and Recreation Casual Worker** for the Oakland Township Parks and Recreation Commission (OTPRC). This position's duties are to perform monitoring, custodial, maintenance, and repair activities involving park and recreation facilities, grounds and programs. A variety of OTPRC programs and services are offered outside the typical nine-to-five work week, therefore we are seeking an individual who desires and is willing and able to work evenings, weekends and holidays.

**Supervision/Organization:** The **Park and Recreation Casual Worker** will be directly supervised by the Parks Maintenance Foreman and the Recreation Manager. The Maintenance Foreman and Recreation Manager report to the Park and Recreation Director and PRC which is responsible for approximately 1100 acres in five major parks as well as the Oakland Township portion of the Paint Creek Trailway.

**Responsibilities:** Duties will include the following major responsibilities:

- Prepares soccer fields for game time for rentals including a variety of field setups and breakdowns (trash cans, benches, goals, nets, flags, signs, etc.).
- Assists staff in coordination of maintenance and operations of athletic fields and recreational facilities.
- Monitors participants, facilities and grounds during park and recreational programs and special events.
- Sets up and takes down recreation equipment and monitors condition of equipment and facility.
- Assists maintenance staff in winter recreation facility maintenance including but not limited to snow removal from asphalt pathways, ice rink resurfacing, and sled hill maintenance.
- Assists in maintaining park structures and grounds including play structures, outbuildings, picnic pavilions, storage buildings, restrooms, fencing, stairs, signs, parking lots, landscaping, trails, boardwalks and recreation facilities such as recreation areas, sled hill, ice rink, athletic fields and courts.
- Regularly removes trash from parks as well as picking up debris and materials.

**Qualifications:** High school graduate or GED 18 years or older. Valid Michigan driver's license. Minimum two years working knowledge of facilities and grounds maintenance. Minimum one year working knowledge of athletic field operations. Ability to work evenings, weekends, and holidays, or as needed in adverse weather conditions. Knowledge of methods, techniques, and requirements for the operation and maintenance of buildings, facilities, grounds, athletic fields and courts and equipment. Ability to lift, push, and pull up to 50 pounds and traverse rough terrain. Ability to work in Word and Excel.

**Pay Rate, Starting Date and Work Schedule:** Pay shall start at \$15.23 per hour. Employee's total hours worked in one year cannot exceed 1000 hours annually. Start date: Immediately. Posted until filled.

**To Apply:** **Submit cover letter with resume and three work references by mail or e-mail.**

**Mail to:**

Park and Recreation Casual Worker Position,  
Oakland Township Parks and Recreation  
4393 Collins Road, Rochester, MI 48306

**E-mail to:** ckasprzak@oaklandtownship.org

**Go to website for full job description at [www.oaklandtownship.org](http://www.oaklandtownship.org).**

The Charter Township of Oakland is an Equal Opportunity Employer.