

**ROSS TOWNSHIP
12086 M-89
Richland, MI 49083**

ROSS TOWNSHIP PARK MANAGER JOB DESCRIPTION - (3-3-2020)

Abilities Sought:

- Management of Park Attendants to assure expectations of task completion, punctuality, and accountability.
- Organization of shift schedules, work and park revenue records, park regulations and park maintenance.

To Ensure a High-Quality Appearance and Operation of Ross Township Park:

The Park Manager will ensure that the Daily Routines are followed:

- Park gate is opened at 9:00 am and locked at dusk.
- Bathrooms are unlocked at 9:00 am and locked at dusk.
- Bathrooms are checked for cleanliness before opening and twice per day, which is noted on Attendant Form. Any problems are cleaned up.
- Grounds, picnic tables and cooking grills are checked for debris or trash before opening and twice per day, which is noted on Attendant Form. Any problems are cleaned up.
- North Beach grates are flushed and beach cleaned before opening.
- Goose droppings are hosed off the sidewalk and raked off grass before opening.

The Park Manager will also:

- Train and schedule Park Attendants, clearly outlining appropriate expectations.
- Cover Daily Routine duties and entrance booth when Park Attendant is not available.
- Supervise Park Attendants through personal or phone/text contact, and by reviewing Park data logs/forms.
- Inform Park Attendants of changes and planning, e.g., holidays, etc., special group passes, and schedules issued by the Township Office.
- Assist volunteers with set-up before the Park opens in the spring and with winterizing after Park closed in the fall.
- Supervise cleaning and maintenance.
- Ensure garbage containers are brought to parking lot once a week on evening of pickup, and hosed out before replacing after pickup.
- Meet weekly with Supervisor to report activities and needs.
- Attend the Park Committee meetings on first Thursday of month.
- Encouraged to attend special work days/special events.
- Perform other duties assigned by the Township Supervisor.