



7330 Thornapple River Drive, P.O. Box 370, Ada MI 49301 | 616.676.9191 | [adatownshipmi.com](http://adatownshipmi.com)

**POSITION NAME:** Seasonal Parks & Recreation Worker

**REPORTS TO:** Director of Parks & Recreation, Recreation Program Coordinator

**SUPERVISES:** N/A

**POSITION SUMMARY:** This role supports the Parks & Recreation Department by performing a variety of park maintenance tasks, assisting with programming initiatives, and contributing to special events across multiple Township departments.

**WORK HOURS:** This is a part-time seasonal position (May – August) and will generally be a 7-hour shift that will require some regular evening and weekend coverage.

**ESSENTIAL JOB FUNCTIONS:** This position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conduct routine parks & recreation maintenance tasks such as weeding, trimming, trash and yard waste removal, as well as restroom cleaning & re-stocking.
2. Prepare athletic fields and recreational spaces for programming, special events, tournaments, and other activities.
3. Set-up and tear-down tables, chairs, signage, temporary fencing, and other items for a variety of community events.
4. Aid in the logistical operations of both Township & external user group events to provide a positive experience for all involved.
5. Provide support in the upkeep and maintenance of all Township properties and facilities which include both outdoor and indoor spaces.
6. Ability to work both collaboratively with other team members and Township staff, and individually when assigned various tasks and duties.

**KNOWLEDGE, SKILLS AND ABILITIES:** The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Minimum of a High School Diploma.
- General knowledge of and interest in parks and recreation services.
- Ability to understand, follow and complete both oral and written directions.
- Ability to effectively communicate orally and in writing.
- Ability to work some regularly scheduled weekend and evening hours.
- Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently and adhere to schedules/deadlines.
- Must possess a Michigan driver's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobilities to work prolonged periods in an outdoor setting, use of standard landscaping and custodial materials and supplies; ability to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.