



POSITION NAME: Park Worker - Recreation – Softball Program Assistant

REPORTS TO: Softball Program Coordinator

SUPERVISES: N/A

POSITION SUMMARY: This is a part-time seasonal position, primarily responsible for preparing and maintaining softball fields in Ada Township Parks and assisting with other park operations and recreation program needs. Paid on an hourly wage.

ESSENTIAL JOB FUNCTIONS: (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of 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.)

Prep and maintenance of softball fields prior to scheduled games.

Scorekeeping for scheduled games

Maintenance and monitoring of athletic fields and recreation equipment

Assist with maintenance or park properties and facilities

Assisting visitors in the park and program participants as needed.

Performs other tasks as may be required.

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 17 years of age; additional training and related experience preferred.

Familiarity with sports programs

General knowledge of and interest in public parks and recreation services.

Ability to work afternoons, evenings and occasional weekend 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 and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

The employee must be physically able to operate manual and power landscaping and custodial tools.

The employee must be physically able drive to Township parks.

For information contact the Park Office at:
616-676-0520 or email: mfitzpatrick@adatownshipmi.com