



POSITION NAME: Park Worker - Recreation – Softball Program Assistant

REPORTS TO: Softball Program Coordinator, Ada Parks and Recreation Department

SUPERVISES: N/A

POSITION SUMMARY: This is a part-time, seasonal position, available spring through the fall. Primarily responsibilities include preparing and maintaining softball fields in the parks, and assisting with games for leagues and tournaments. Umpiring and scorekeeping optional. Other duties may include assisting with other recreation programs and maintenance of park grounds. Primary work days include weekdays, weeknights and occasional weekends. Primary work hours vary from 20-30 hours per week on average, paid hourly.

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.)

- Prepare and maintain softball fields prior to scheduled games
- Maintenance and monitoring of athletic fields and recreation equipment
- Umpiring for scheduled games
- Assisting visitors in the park and program participants as needed
- Collection and disposal of trash
- Cleaning of grounds, athletic fields, trails and parking areas
- Opening and closing of park gates as needed
- Maintenance of park shelters, restrooms and other facilities as needed
- Other duties as assigned

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.)

- General knowledge of, and interest in, public parks and recreation services
- General knowledge of, and interest in, recreation and sports programs
- Minimum of 17 years of age
- Ability to work outdoors in all weather conditions
- Ability to work occasional weekends and evening hours
- Ability to move across rough terrain and work manual landscaping tools
- Professional work ethic and demonstrated ability to work with others in a positive manner.
- Ability to work independently and adhere to schedules/deadlines.
- 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 walk; use hands and fingers; and reach with hands and arms, talk or hear. 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 40 pounds.
- The employee must be physically able to operate manual landscaping and custodial tools.
- The employee must be physically able to drive Township parks utility vehicles and trucks.

Ada Parks & Recreation Department
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