



GENESEE COUNTY
— M I C H I G A N —

PARK PROGRAM MANAGER

POSITION CLASS:

AFSCME - 916.03

HIRING AUTHORITY:

Parks and Recreation

JOB SUMMARY:

Performs skilled professional duties in the development and management of assigned programs, grants and assigned facilities, public relations and financial tasks; supervises assigned staff and volunteers; works under general supervision; performs related duties as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Manages the daily operations of assigned programs and facilities.
- Supervises assigned staff, seasonal staff and volunteers.
- Develop community engagement strategies for programs and events.
- Creates, plans, develops and implements programs for a diverse audience.
- Participates in programs/events as required.
- Researches, prepares and submits grant applications to local, state and national funding sources.
- Monitors grant funds and prepare reports.
- Serves as liaison between the Parks Commission and other community groups and organizations.
- Develop joint programming initiatives with agencies to meet community-wide needs.
- Recruits, educates/trains and supports volunteers for programs/events.
- Assists with the development of the budget and ensures that fiscal responsibility is maintained.
- Develops and maintains accurate project cost estimates.
- Directs support services for programs/events to park maintenance, park rangers, reservations, etc.
- Gathers and manages data and assists with the annual economic impact analysis report.
- Prepares reports and maintains records for programs and events.
- Represents Genesee County Parks by attending and/or giving presentations at local, state and national meetings.
- Required to regularly visit sites within the City of Flint and Genesee County.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with the use of social media.
- Ability to assess and respond to emergency situations.
- Ability to attend work regularly and work under stressful conditions.
- Ability to work effectively with other County and local units of government.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Associate degree in parks and recreation, community development, environmental science, natural science biology, environmental education, business administration or public administration

-AND-

One (1) year experience in program development or management, of which must be in a leadership capacity working directly with volunteers.

SPECIAL REQUIREMENTS:

- Possession of a valid Michigan driver's license.
- Must be willing to work weekends, holidays and irregular hours as scheduled or directed.
- May be required to be on call.
- May be required to wear a uniform.
- Must be courteous in dealing with the public and staff.



PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.



Human Resources Director

Established: October 2023
Updated: November 2025

