

## SEASONAL ACCOUNTING ASSISTANT

### Genesee County Parks & Recreation Commission

#### GENERAL STATEMENT OF DUTIES:

Performs basic accounting procedures including auditing all facilities receipts and deposits, takes reservations and works under the supervision of the Finance Officer; performs related duties as required.

#### STATEMENT OF TASKS:

Understanding of reservation system with the ability to take reservations for all county parks.

Understanding of accounts payable and the ability to assist in the daily process.

Understanding of cash receipts system and the ability to reconcile daily revenues and process bank deposits

Understanding of auditing system and the ability to implement standards and communicate them to other department supervisors

Understanding of payroll system and the ability to process time sheets

Understanding of Excel and the ability to assist and create spreadsheets

The statement of tasks above 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.

#### REQUIRED KNOWLEDGE SKILLS AND ABILITY.

Ability to communicate effectively with the general public and staff Ability to understand and follow oral and written directions

Ability to operate a computer.

Ability to operate a calculator

Ability to handle and balance cash, make change

#### MINIMUM QUALIFICATIONS:

**6 (Six)** college credits in accounting and/or two years accounting experience

#### SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours as scheduled and/or as directed.

Must be courteous in dealing with the general public and fellow staff members

**Marketing Assistant**  
**Genesee County Parks & Recreation**

**GENERAL STATEMENT OF DUTIES:**

Assist in the day-to-day function of the Marketing Department. Operate basic office equipment, software specifically Microsoft Office Suite. Requires computer and data entry skills and a basic understanding of databases. Familiar with social media. Works under supervision, attends and coordinates exhibits and conferences, and performs other related duties as required.

**STATEMENT OF TASKS:**

**Routine**

Oversee basic clerical tasks as it pertains to the marketing department.

Assist in the reservation department on a weekly basis.

In a timely fashion sort and route incoming materials from other departments.

Based on media release schedules, coordinate the distribution of public communications through email and social media.

Coordinate print quotes.

**Data Management**

Update, print, distribute and post all surveys.

Generate survey outcome reports as needed from all Genesee County Parks facilities.

Update all databases monthly.

Assist with the update and input of all survey and marketing data.

Assist with marketing research using GCP survey results, internet, and other resources to make sound marketing and advertising decisions.

Operate reservation software to generate reports.

**Projects**

Based on current marketing plan, coordinate exhibits, promotional material, staff and assist at exhibits when needed.

On behalf of the marketing department, coordinate volunteers and assist with special volunteer projects.

Coordinate the print and distribution of all GCP flyers and brochures.

Traffic media: newspaper, radio and TV schedules based on GCP marketing plan.

Using survey data, assist with media purchases and the development of marketing plans.

Store marketing department backup materials for future projects.

Update the Parks websites as needed.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Knowledge of effective communications, both written and verbal.  
Ability to read, write and speak clearly and effectively.  
Ability to keep, prepare and maintain necessary reports and records.  
Ability to create which may require lifting and construction.  
Ability to maintain good interpersonal relationships with various groups, organizations, and individuals.

**MINIMUM REQUIREMENTS:**

**One (1)** year park experience or experience in an office providing clerical support in a marketing and high school graduate or equivalent or associate degree.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license. Willingness to work weekends, holidays, and irregular hours as scheduled. Must be courteous in dealing with others.  
Ability to lift at least 60 pounds

**Administrative Assistant**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of office tasks, including Microsoft Office programs, recordkeeping, providing information concerning park facilities and programs; works under general supervision: performs related duties as required.

**STATEMENT OF TASKS:**

Supports the work of assigned Division(s)  
Assists assigned Division(s) in managing seasonal hiring  
Assists assigned Division(s) in recordkeeping  
Assists Division Head(s) in the development of annual goals and evaluated progress in meeting goals  
Obtains cost estimates for various items and assists in purchasing items  
Prepares reports and maintains records as required by local, state, and federal agencies  
Disseminates information concerning Commission facilities, programs, and activities to the general public  
Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects  
Answers telephones  
Performs minor maintenance duties, including assisting in office being maintained in an orderly manner  
Maintains copy machine and base radio station  
Acts as receptionist to Park visitors and Park staff  
Assists reservation department, as required

The statement of tasks above 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.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

Ability to communicate effectively with the general public.  
Ability to understand and carry out oral and written directions  
Ability to perform basic maintenance tasks.  
Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.  
Ability to multi-task and prioritize workload.

**MINIMUM QUALIFICATIONS:**

Availability open to work regularly Monday thru Friday 8am to 5pm

Ability to read and write.

Must have a valid driver's license.

Type 35wpm.

**ADDITIONAL QUALIFICATIONS:**

Three (3) years of office experience or equivalent.

Demonstrated ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

**SPECIAL REQUIREMENTS:**

May be required to wear a uniform.

Must be willing to work weekends, holidays and Irregular hours as scheduled or directed.

Must be courteous in dealing with the general public and fellow staff members.

## **SEASONAL GENERAL PROJECT COORDINATOR**

### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of administrative tasks; works under general supervision but also expected to work under own initiative; provides direction to subordinate employees; performs other duties as assigned.

### **STATEMENT OF TASKS:**

- Supports the work of department supervisor
- Works independently on assigned projects
- Assists with project planning, development, implementation, oversight, and inspection
- Coordinates and assigns work to subordinate employees
- Coordinates projects as assigned by department supervisor
- Assists with purchasing matters
- Assists with scheduling subordinate employees
- Assists with training subordinate employees
- Ensures public and employee safety
- Ensures Park visitors comply with all applicable park rules and regulations
- Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs
- Prepares reports and maintains records as required or assigned.

The statement of tasks above 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to effectively coordinate seasonal staff  
Ability to prepare and maintain records and create reports  
Ability to maintain good interpersonal relationships  
Ability to communicate effectively both orally and in writing with the public and staff  
Ability to carry out complex written and oral communication  
Thorough knowledge of rules, policies, and procedures  
Ability to assess and respond to emergency situations  
Ability to read and write and be physically able to perform the work  
Ability to use a computer

### **MINIMUM QUALIFICATIONS:**

Possession of a valid driver's license  
Seven (7) years' experience in Parks and Recreation, Administration, Maintenance or Operations

### **SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours

## **SEASONAL GENERAL PROJECT SPECIALIST**

### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of administrative tasks in the oversight and completion of Park projects and programs; works under general management; performs other duties as assigned.

### **STATEMENT OF TASKS:**

- Supports the work of department supervisor
- Works independently on assigned projects
- Renders technical and/or professional advice and assistance to staff
- Researches and recommends projects and activities
- Conducts project planning, development, implementation, and inspection
- Assists with purchasing matters
- Trains subordinate employees
- Ensures public and employee safety
- Ensures Park visitors comply with all applicable park rules and regulations
- Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs
- Prepares reports and maintains records as required or assigned.

The statement of tasks above 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to prepare and maintain records and create reports  
Ability to maintain good interpersonal relationships  
Ability to communicate effectively both orally and in writing with the public and staff  
Ability to carry out complex written and oral communication  
Thorough knowledge of rules, policies, and procedures  
Ability to assess and respond to emergency situations  
Ability to read and write and be physically able to perform the work  
Ability to use a computer

### **MINIMUM QUALIFICATIONS:**

Possession of a valid driver's license  
Ten (10) years' experience in Parks and Recreation, Administration, Maintenance or Operations

### **SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours

**Seasonal Parks Operations Consultant**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Analyzes various areas of Park Operations, works under own initiative;  
Reports to the Director, performs related duties as required

**STATEMENT OF TASKS:**

Assists Staff with planning documents and grant applications  
Assists Staff with policies and procedures  
Assists Staff with project Inspections  
Assists Staff with operations, maintenance, or highly skilled administrative tasks and projects

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to understand and carry out complex oral and written directions  
Detailed knowledge of park planning and development principles.  
Detailed knowledge of park maintenance and construction procedures.  
Detailed knowledge of Parks operations, maintenance, and administration  
Detailed knowledge of park infrastructure locations and operations  
Ability to maintain good interpersonal relationships and communicate effectively with the co-workers and supervisors

**MINIMUM QUALIFICATIONS:**

Possession of a valid driver's license.  
Twenty (20) years' experience in Parks and Recreation Administration, Maintenance and Operations

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.

**Seasonal Parks Special Projects Adviser**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs complex and highly responsible tasks in the oversight and completion of special projects for the Genesee County Parks and Recreation Commission. Acts as point of contact through all phases of assigned projects including budgeting, planning, design, construction, inspection, and review. Works independently under the direction of the Parks and Recreation Director. Performs related duties as required.

**STATEMENT OF TASKS:**

Represents the interests of the Parks and Recreation Department;  
Develops and maintains cooperative working relationships with governmental units, public and private organizations, county departments, stakeholders, and community members;  
Attends meetings providing administrative support and coordination;  
Develops and oversees preparation of internal and external project communications including correspondence, public communications, and media releases;  
Assists in the development and recommendations of long-term plans and sustainability in relation to the assigned special projects;  
Provides project coordination for assigned special projects;  
Monitors and coordinates the construction process of assigned special projects;  
Assists Staff with planning documents and grant applications;  
Assists Staff with preparation of construction bid specification;  
Assists Staff with policies and procedures.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to understand and carry out complex oral and written directions.  
Detailed knowledge of park planning and development principles.  
Detailed knowledge of park maintenance and construction procedures.  
Detailed knowledge of Parks operations, maintenance, and administration.  
Detailed knowledge of park infrastructure locations and operations.  
Ability to maintain good interpersonal relationships and communicate effectively.

**MINIMUM QUALIFICATIONS:**

Possession of a valid driver's license -AND-

Twenty-five (25) years' experience in park management AND/OR facility management AND/OR natural resource management AND/OR construction management

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.

## **SEASONAL RECREATION PROGRAMMER**

### **Genesee County Parks and Recreation Commission**

#### **GENERAL STATEMENT OF DUTIES:**

Performs responsible duties in the organization, planning, and implementation of recreation programs and special events for the general public; provides public assistance; assists in the safety of Park visitors and property; works under supervision; performs related duties as required.

#### **STATEMENT OF TASKS:**

- Maintains good relationships with the general public, as well as public and private officials.
- Assists with the planning, development and organization of recreation programs and special events.
- Researches, plans, develops and organizes recreation programs at various Park locations.
- Executes recreation programs at various Park locations.
- Responsible for the set up and tear down of recreation programs and special events.
- Responsible for the preparation and maintenance of necessary reports and records.
- Evaluates and keeps records about programs that have been conducted.
- Assists in fund sourcing and sponsorship connections.

The tasks specified above are 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 of the duties an employee assigned to this class may be required to perform.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate effectively with the general public, as well as the Park staff.
- Ability to maintain good working relationships with the general public and with other public and private officials in a highly visible posture.
- Ability to understand and carry out complex oral and written directions.
- Ability to maintain good interpersonal relationships.
- Ability to prepare and maintain necessary reports and records.
- Ability to plan, organize and conduct recreation programs.
- Knowledge of recreation programs.
- Ability to use a Windows-based computer

#### **MINIMUM QUALIFICATIONS:**

- High school graduate or equivalent -AND-
- Two (2) years of park experience or experience in conducting or developing program activities and/or special events

#### **SPECIAL REQUIREMENTS:**

- Requires a valid Michigan driver's license.
- Requires working weekends, holidays and irregular hours as scheduled and/or as directed.
- May be required to wear a prescribed work uniform.
- Ability to lift at least 60 pounds.
- Must complete a CPR/First Aid certification course provided by Genesee County or provide proof of current certifications.

**SEASONAL GENERAL PARK ATTENDANT**  
**Genesee County Parks and Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of basic tasks in the daily operation and maintenance of parks facilities and grounds. Work is performed under general supervision; performs related work as required.

**STATEMENT OF TASKS:**

- Maintains good public relations with park visitors.
- Performs routine custodial duties as assigned.
- Performs basic ground maintenance including raking, seeding, watering, planting, fertilizing, gathering refuse and rubbish.

The tasks specified above are 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and carry out oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the public and with other Park staff.
- Ability to learn and apply park maintenance techniques.
- Ability to communicate effectively with the public.
- Ability to work individually and in a group.

**MINIMUM REQUIREMENTS:**

- Ability to physically perform the work.

**SPECIAL REQUIREMENTS:**

- Willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed.
- May be required to wear a prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- If assigned to Maintenance/Operations/Horticulture Divisions: Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Three (3) uniform shirts will be provided, additional shirts may be purchased.

**Notice:** A work permit **must** be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.

**Village Program/Operations Specialist  
Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Interprets buildings, artifacts, customs, and life in general as it relates to living in Michigan during the mid to late 1800's. Performs and demonstrates period folk customs, skills, and crafts.

**STATEMENT OF TASKS:**

Demonstrates skills and crafts from the mid to late 1800's time period.

Interprets period skills, crafts, and methodology, as well as history of buildings, artifacts, and customs for visitors - this *may* include dramatization.

Instructs school children and other groups in the period skills and crafts.

Operates equipment and machinery as necessary to carry out assigned duties.

Participates in promoting, constructing, and interpreting exhibits, demonstrations, and programs related to historical Crossroads Village.

Disseminates information concerning the train, park area and other commission activities.

Performs routine maintenance, custodial duties, and household chores as assigned.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the mid to late 1800's.

Ability to effectively communicate orally to individuals and groups.

Ability to interpret buildings and artifacts in the first person or as required.

Ability to accurately fill out forms and keep records.

**MINIMUM REQUIREMENTS:**

Ability to work individually and in a group.

**SPECIAL REQUIREMENTS:**

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform or costume to comply with the Village dress code.

Must be courteous in dealing with the general public and fellow staff members.

**Interpretive Specialist I & II**  
**Genesee county Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Interprets buildings, artifacts, customs, and life in general as it relates to living in Michigan during the mid to late 1800's. Performs and demonstrates period folk customs, skills and crafts. Supervises assigned Village Program/Operation Specialists I & II and volunteers. Performs specialized work or skill required in the operation of Crossroads Village & Huckleberry Railroad. Performs other duties as required.

**STATEMENT OF TASKS:**

Demonstrates skills and crafts from the mid to late 1800's time period.

Interprets period skills, crafts, and methodology, as well as history of buildings, artifacts, and customs for visitors -this may include dramatization.

May perform skilled work in the operation of the Huckleberry Railroad trains, including coupling cars, check running gear, braking system, and related components, including safety equipment.

Instructs school children and other groups in the period skills and crafts.

Operates equipment and machinery as necessary to carry out assigned duties.

Supervises assigned Village Program/ Operation Specialists and volunteers.

Participates in promoting, constructing, and interpreting exhibits, demonstrations, and programs related to historical Crossroads Village.

Disseminating information concerning the train, park area and other commission activities.

Research, acquisition, cataloging, restoration, and maintenance in connection with artifacts, historical buildings, or programs.

Performs routine maintenance, custodial duties, and household chores as assigned.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the mid to late 1800's.

Ability to effectively communicate orally to individuals and groups.

Ability to interpret buildings and artifacts in the first person or as required.

Ability to effectively supervise and coordinate activities of other employees and volunteers.

Ability to accurately fill out forms and keep records.

Interpretive Specialist I & II  
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MINIMUM REQUIREMENTS:

Two **(2)** years' experience in the skill, craft, or trade authentic to this historic period **OR** two **(2)** years' experience working at Crossroads Village & Huckleberry Railroad.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Will be required to work weekends, holidays, and irregular hours as scheduled.  
Will be required to wear a prescribed uniform or costume to comply with the Village dress code.

Must be courteous in dealing with the general public and fellow staff members.

INTERPRETIVE SPECIALIST II ADDITIONAL DUTIES & TASKS:

Performs specialized work in retail/revenue operations, including retail merchandising, cash control policies & procedures, inventory, and entrance gate admission procedures. Maintains records and reports as required.

MINIMUM QUALIFICATIONS:

Three **(3)** years' experience working at Crossroads Village **OR** four **(4)** years working in retail.

## Seasonal Assistant Village Program Supervisor Genesee County Parks & Recreation Commission

### GENERAL STATEMENT OF DUTIES:

Coordinates the daily programs, activities, and special events at Crossroads Village and Huckleberry Railroad. Performs a variety of jobs related to planning and conducting special events program activities and daily program/interpretive activities. Coordinates activities of other staff and volunteers in program/interpretive areas. Works under general supervision and performs other related duties as required.

### STATEMENT OF TASKS:

Coordinates seasonal employees and volunteers in the interpretive division. Assists in the coordination and conducting of special event programs, and interpretive program activities. Researches, recommends, and develops new program activities. Evaluates and keeps records about programs that have been conducted. Participates in programs as required. Assists other individuals, groups, and organizations that cooperate with the Village to conduct programs. Assists with the training and evaluation of seasonal interpretive staff. Participates in promoting, constructing, and interpreting exhibits, demonstrations and programs related to Historical Crossroads Village. Prepares and maintains necessary reports and records, including but not limited to, financial reports, attendance records, revenue records, and personal evaluations.

The statement of tasks above 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.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of interpretation  
Ability to maintain necessary records and create reports.  
Ability to effectively supervise employees.  
Ability to create exhibits which may require lifting and construction.  
Ability to communicate effectively both orally and in writing with the public and other park employees  
Ability to maintain good interpersonal relationships with various groups, organizations, and individuals.

Seasonal Assistant Village Program Supervisor  
Page 2

**MINIMUM REQUIREMENTS:**

Three (3) years of experience in coordinating and conducting interpretive programs and two (2) years of supervisory experience. Or other combination of training and experience.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license.

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear uniform or costume as required.

Must be courteous in relations with customers, volunteers, concessionaries, and commission staff.

## Seasonal Assistant Village Operations Supervisor Genesee County Parks & Recreation Commission

### GENERAL STATEMENT OF DUTIES:

Supervises the daily operations of Crossroads Village and Huckleberry Railroad and performs related duties as required; and works under supervision.

### STATEMENT OF TASKS:

Supervises seasonal employees and Village volunteers.

Recommends and plans interpretive programs and special event programs to be held at Crossroads Village and Huckleberry Railroad.

Recommends products to be sold at Village and railroad concessions and is responsible for inventory control at concession operations.

Prepares and maintains necessary reports and records, including but not limited to, financial reports, attendance records, revenue records, payroll, cash control records, and personnel evaluations.

Handles large sums of money.

Works with maintenance supervisors as necessary to ensure proper maintenance of the village and railroad.

Serves as liaison to various individuals or groups as assigned.

The statement of tasks above 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.

### REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of interpretation.

Knowledge of concession and retail operations, inventory, and cash control.

Ability to keep a variety of business records.

Ability to prepare and maintain necessary reports and records.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships.

Ability to communicate effectively both orally and in writing with the public and other park employees.

### MINIMUM QUALIFICATIONS:

Three (3) seasons of experience in park operations or retailing; **OR** two (2) years of college **AND** two (2) years of supervisory experience.

### SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Willingness to work weekends, holidays or irregular hours as scheduled.

May be required to wear a uniform or costume.

Must be courteous in relations with customers, volunteers, concessionaires, and commission staff.

## **SEASONAL SAWMILL OPERATOR**

### **GENERAL STATEMENT OF DUTIES:**

Performs skilled tasks in wood processing; Performs and demonstrates skills and crafts; works under supervision of the Director of Railroad Operations but also expected to work under own initiative; performs other duties as assigned.

### **STATEMENT OF TASKS:**

- Demonstrates wood processing, sawmill operations as scheduled and directed
- Operates equipment and machinery necessary to carry out assigned duties
- Properly handles and maintains the logs and cuttings as directed
- Assists in training staff in sawmill operations and safety
- Performs routine maintenance and custodial duties as assigned
- Ensures public and employee safety
- Ensures Park visitors comply with all applicable park rules and regulations
- Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs

The statement of tasks above 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the sawmill.  
Ability to operate various types of machinery and equipment related to operations and maintenance.  
Ability to maintain good interpersonal relationships.  
Ability to communicate effectively both orally and in writing with the public and staff.  
Ability to carry out complex written and oral communication.  
Thorough knowledge of rules, policies, and procedures.  
Ability to assess and respond to emergency situations.  
Ability to read and write and be physically able to perform the work.

### **MINIMUM QUALIFICATIONS:**

Possession of a valid driver's license  
Experience in logging, wood processing, or tree trimming and removal.

### **SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.  
Must be willing to work outdoors in a variety of weather conditions.  
May be required to wear a prescribed work uniform.  
Ability to lift minimum of 50lbs.  
Ability to use cant hook to roll logs onto Mill Platform.  
Must be courteous in dealing with the general public and fellow staff members.

**Horticulturist I & II**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of horticultural maintenance and basic park maintenance; will be required to operate a variety of horticultural equipment, such as trucks, tractors, utility vehicles, tillers, and string trimmers; works under supervision but also expected to work under own Initiative.

**STATEMENT OF TASKS:**

Performs horticultural and grounds maintenance tasks including landscape construction, planting, watering; fertilizing, pruning, pest management, propagation, tree removal, chipping, composting and general lawn maintenance.

Assists in making minor repairs to buildings and equipment.

Performs routine custodial work in arboretum buildings and grounds, Including refuse and rubbish removal.

Assists in minor remodeling and light carpentry, such as building trellises, benches, arbors, and compost bins.

Operates and maintains arboretum equipment.

Assists in development and maintenance of arboretum roads, trails, and paths, fencing and signing.

Regularly maintains accurate records of daily planting and horticultural maintenance.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to accept and follow oral and written instructions given by superior in charge.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as staff.

Ability to learn and apply basic horticultural maintenance and general maintenance practices.

Ability to operate and maintain arboretum equipment and tools correctly and safely.

Thorough knowledge of park rules, policies, and procedures.

Ability to physically perform the work.

Horticulturist I & II

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**MINIMUM REQUIREMENTS:**

Ability to physically perform the work.

Possession of a valid driver's license.

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Must be willing to work outdoors in a variety of weather conditions.

Will be required to wear a prescribed uniform and must wear protective wear and safety gear when required.

Must be courteous in dealing with the general public and fellow staff members.

Possession of a Certified Commercial Pesticide Applicator's License or the ability to become certified within 45 days of initial employment.

**UNIFORM REQUIREMENTS & REIMBURSEMENTS:**

Will be required to purchase uniform prior to starting work. Employee will be reimbursed \$100 after the first (40) forty hours of employment (for first year employees) and \$50 for second and succeeding year employees. The \$100 for first year employees and the \$50 for second and succeeding year employees includes the purchase of safety shoes.

**HORTICULTURIST II ADDITIONAL DUTIES & TASKS:**

Coordinates subordinate employees.

Assists in development and maintenance of display gardens and arboretum nursery.

Assists in the coordination of the arboretum volunteer program and internship program.

Assists in Visitor Center operation, clerical, and housekeeping; Assists in inventory and collection of plant material.

Assists in development of databases and recordkeeping.

Assists in soil sampling, surveying, and mapping of the arboretum.

Assists in the development of programs, exhibits and arboretum newsletter.

**MINIMUM QUALIFICATIONS:**

One year (season) experience working as a Horticulturist at Genesee County Parks or related experience AND college coursework in landscape horticulture, floriculture, botany, landscape architecture or forestry. OR two years

Horticulturist I & II

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(2 seasons) of related experience AND college coursework in landscape horticulture, floriculture, botany, landscape architecture or forestry.

**SPECIAL REQUIREMENT:**

Possession of a Certified Commercial Pesticide Applicator's License in ornamental and turf categories or the ability to become certified within 45 days of employment.

## SEASONAL FOR-MAR EDUCATOR I & II

### Genesee County Parks and Recreation Commission

#### **GENERAL STATEMENT OF DUTIES:**

Performs professional work in environmental and outdoor education for the Parks and Recreation Commission, including developing and leading educational programs both on and off-site, conducting nature hikes, interpreting, and developing indoor and outdoor exhibits, assisting in the Visitors Center, performing a variety of basic office tasks and performs related duties as required. This position works under the supervision of Park Naturalist & Chief Park Naturalist.

#### **STATEMENT OF TASKS:**

- Develops and conducts nature hikes and environmental/outdoor educational programs.
- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Assists in the installation and maintenance of demonstrations and community gardens.
- Ensures park visitors comply with all applicable park rules and regulations.
- Responsible for operating a cash drawer.
- Oversees the work performed by employees and volunteers.
- Conducts programs at For-Mar, other park facilities, schools, and throughout Genesee County for people of all ages and abilities.
- Operates equipment and machinery as necessary to carry out assigned duties.
- Assists in the development and maintenance of projects and exhibits.
- Performs routine maintenance and custodial duties, as assigned.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.
- Answers telephones and files.

The class specification above 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 of the duties an employee assigned to this class may be required to perform.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the general as well as Park staff.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.

#### **MINIMUM QUALIFICATIONS:**

- Experience in natural science, education, adaptive recreation, interpretation parks and recreation, youth camps, or related field.
- Ability to physically perform the assigned work.
- Possession of a valid driver's license.

#### **SPECIAL REQUIREMENTS:**

- Must be willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed. May be required to wear prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.

**NOTICE:** A work permit must be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.

## **SEASONAL ENVIRONMENTAL EDUCATOR II**

### **ADDITIONAL DUTIES & TASKS:**

In addition to Environmental Educator I duties, employee will coordinate, mentor, and train employees of lower classifications, or as assigned; participates in daily operations; ensures the safety of park visitors and staff; works under supervision, but also expected to work under own initiative; performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

- One year experience working as an Environmental Educator I and/or related experience -AND- college coursework in natural sciences, education, adaptive recreation, Interpretation parks and recreation, youth camps or related field
  - OR-
  - Two year's related experience -AND- college coursework in the fields listed above or related field.
- Ability to physically perform the assigned work.
- Possession of a valid driver's license.

**SEASONAL FOR-MAR PARK ATTENDANT**  
**Genesee County Parks and Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of basic tasks in the daily operation and maintenance of For-Mar Nature Preserve and Arboretum; including greeting visitors, assisting with projects, exhibits, animal care, special events and performs retail clerk/ cashier duties. Work is performed under general supervision; performs related work as required.

**STATEMENT OF TASKS:**

- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Ensures park visitors comply with all applicable park rules and regulations.
- Responsible for the operation of a cash drawer.
- Assists in the development, implementation, and maintenance of projects, and special events.
- Performs routine maintenance and custodial duties as assigned.

The tasks specified above are 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and carry out oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the public and with other Park staff.
- Knowledge of the outdoors or ability to research needed information.
- Ability to perform basic mathematical computations.
- Ability to accurately fill out forms and keep records.
- Ability to communicate effectively with the public.
- Ability to work individually and in a group,
- Ability to read, write, and do basic math.

**MINIMUM REQUIREMENTS:**

- Ability to physically perform the work.

**SPECIAL REQUIREMENTS:**

- Willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed.
- May be required to wear a prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Must complete a CPR/First Aid certification course provided by Genesee County or provide proof of current certifications.

**Notice:** A work permit **must** be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.

**Seasonal For-Mar Park Day Camp Director**  
Genesee County Parks and Recreation Commission

**GENERAL STATEMENT OF DUTIES:**

The Day Camp Director is responsible for planning, coordinating, and overseeing the overall camp program and implements all daily camp activities as approved by the Chief Park Naturalist. The Camp Director is responsible for communicating with parents/guardians, and other camp staff during and after camp hours of operation. The Camp Director is responsible for the care, safety, protection, and oversight of the camp environment, staff, and participants. The planning, preparation, and organization of daily activities and site set-up/clean-up as well as all administrative duties of camp, is a requirement of the Camp Director. Oversees the camp counselor(s) and junior counselor(s). Reports to Chief Park Naturalist.

**STATEMENT OF TASKS:**

- Ensures compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Oversees the development of the program and plans, and implements all camp activities, including weekly trips and special activities and/or assignments.
- Controls camp expenditures under an operating budget established by the Parks and Recreation Commission.
- Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.).
- Administers and/or schedules trainings, as well as regular group meetings, with day camp staff.
- Produces forms, letters, and pertinent documents needed for the implementation of the camp.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Assesses the overall program to see if there are any changes that need to be made for optimal function. Makes recommendations to the Chief Park Naturalist when necessary.
- Distribute medication to participant, complete medication log accordingly and take care of all injuries.

The class specification above 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 of the duties an employee assigned to this class may be required to perform.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.

- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

#### MINIMUM QUALIFICATIONS:

- Minimum 21 years of age.
- Have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.

#### SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.

**Seasonal For-Mar Assistant Day Camp Director**  
Genesee County Parks and Recreation Commission

**GENERAL STATEMENT OF DUTIES:**

The Assistant Day Camp Director assists in the planning, coordinating, and overseeing the overall camp program and helps implement all daily camp activities as approved by the Chief Park Naturalist. The Assistant Day Camp Director communicates with parents/guardians, and other camp staff during and after camp hours of operation. The Assistant Day Camp Director is responsible for the care, safety, protection, and oversight of the camp environment, staff, and participants. Oversees the camp counselor(s) and junior counselor(s), as assigned. Reports to the Day Camp Director.

**STATEMENT OF TASKS:**

- Ensures compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Assists in the development of the program and plans, and helps implement all camp activities, including weekly trips and special activities and/or assignments.
- Assists in maintaining the operating budget established by the Parks and Recreation Commission.
- Assists in the organization and coordination of the camp staff weekly schedules.
- Assists in training and group meetings, with day camp staff.
- Produces forms, letters, reports, and pertinent documents, as required.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Assists in program assessment to see if there are any changes that need to be made for optimal function. Makes recommendations to the Day Camp Director when necessary.
- Distribute medication to participant, complete medication log accordingly and take care of all injuries.

The class specification above 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 of the duties an employee assigned to this class may be required to perform.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

**MINIMUM QUALIFICATIONS:**

- Minimum 21 years of age.
- Have a minimum of 4 weeks of cumulative experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.

**SPECIAL REQUIREMENTS:**

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.

**Seasonal For-Mar Park Day Camp Counselor**  
Genesee County Parks and Recreation Commission

**GENERAL STATEMENT OF DUTIES:**

The Day Camp Counselor is responsible for coordinating campers and ensuring their safety, development, growth, skill achievement, and general well-being. Maintains a schedule for camp participants, facilities and creates lesson plans for daily activities, organizes and leads various small and large daily group activities. Show a willingness to adapt to change as needed and have a passion for youth development. Reports to Day Camp Director.

**STATEMENT OF TASKS:**

- Ensure compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Monitor, evaluate, and care for camper health and well-being.
- Work with Parks staff in a collaborative manner.
- Greet campers and families upon arrival and orientate them to camp.
- Participate in all camp functions.
- Teach classes in a specialty area.
- Attend pre-camp, staff meetings and trainings.
- Help where needed in any area of camp to contribute to the successful operation of camp.

The class specification above 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.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.

- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

**MINIMUM QUALIFICATIONS:**

- Minimum 18 years of age.
- Previous experience working with a population like that which the camp serves and/or experience working in a day camp setting or similar program preferred but not required.
- Valid Michigan Driver's License.

**SPECIAL REQUIREMENTS:**

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.

## **Seasonal For-Mar Park Day Camp Junior Counselor**

Genesee County Parks and Recreation Commission

### **GENERAL STATEMENT OF DUTIES:**

The Day Camp Junior Counselor will be responsible for assisting the Day Camp Counselors with summer day camp programming and reports directly to the Camp Director and Counselors. The Day Camp Junior Camp Counselor is responsible for ensuring the safety, wellbeing, and excitement of campers. Day Camp Junior Counselor will aide in the execution of creative and thoughtful programming, create meaningful connections, show a willingness to adapt to change as needed, and have a passion for youth development. The Day Camp Junior Counselor is not to be solely responsible for the care and supervision of campers.

### **STATEMENT OF TASKS:**

- Ensure compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Monitor, evaluate, and care for camper health and well-being.
- Work with Parks staff in a collaborative manner.
- Greet campers and families upon arrival and orientate them to camp.
- Participate in all camp functions.
- Aide in teaching classes as assigned.
- Attend pre-camp, staff meetings and trainings.
- Help where needed in any area of the day camp to contribute to the successful operation of camp.

The class specification above 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.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.

- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

**MINIMUM QUALIFICATIONS:**

- At Least 16 years of age.

**SPECIAL REQUIREMENTS:**

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.
- Work Permit approved by school.

**Seasonal Boat Captain**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the operation of an excursion paddlewheel riverboat; works under the general supervision; performs related duties as required.

**STATEMENT OF TASKS:**

Operates a paddlewheel riverboat.

Maintains all necessary records and reports as required including daily running log and records.

Makes daily maintenance inspections of all equipment.

Makes minor repair to engine and related equipment.

Uses signals as necessary.

Makes all Judgement decisions regarding weather and safe operation.

Supervises subordinate employees.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of safe boating practices.

Ability to operate paddlewheel riverboat in a safe manner.

Ability to make minor repairs to the engine and related equipment.

Ability to communicate with the public about the paddlewheel riverboat and the Park system.

Ability to supervise subordinate employees.

Ability to maintain good interpersonal relationships.

**RECOMMENDED QUALIFICATIONS:**

Successful completion of a safe boating course.

Two **(2)** years of supervisory experience.

Possession of a basic first aid card before date of hire.

Must be willing to work weekends, holidays and irregular hours as scheduled or as directed.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Seasonal Boat Captain  
Page 2

**REQUIRED QUALIFICATIONS:**

Possession of a Michigan Department of Natural Resources Inland Lakes Captain's license.

Applicant must pass a physical examination and drug screening.  
Must have a valid driver license.

**UNIFORM REQUIREMENTS AND REIMBURSEMENTS:**

Applicant will be required to purchase uniforms prior to starting work.

Applicant will be reimbursed \$75.00 after the first (40) hours of employment (for first year employee's) and \$50.00 for the second and succeeding year employees.

**Seasonal First Mate**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the loading, unloading of passengers and docking of an excursion paddle-wheel boat; may be required to sell concession items. Assists with dinner and lunch cruises in preparation before, during, and after the meal, i.e., arranging tables and chairs, setting the tables, seating passengers, serving food, bussing tables, and clearing tables. Works under general supervision and performs related duties as required.

**STATEMENT OF TASKS:**

Loading and unloading of passengers in a safe manner.  
Checks paddlewheel and engine and other related components as directed.  
Ensures that all passengers are properly seated, disseminates information concerning Commission facilities.  
Sells concession items.  
Assists with docking of paddlewheel boat.  
Performs first-aid as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to perform first-aid.  
Ability to assist with docking and handle boat lines.  
Ability to deal effectively with large numbers of passengers.  
Ability to communicate effectively with the public concerning the paddlewheel boat and Commission activities and facilities.  
Ability to maintain good inter-personal relationships.  
Ability to operate concession equipment.

The statement of tasks above 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.

**RECOMMENDED QUALIFICATIONS:**

One (1) year of college or two seasons (6 months) of park experience or experience working with the public.  
Possession of a basic first aid card **"before the date of. Hire".**

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours as scheduled and/or as directed.  
May be required to wear prescribed work uniform.  
Must be courteous in dealing with the general public, and fellow staff members.

**Seasonal Senior Boat Captain**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Responsible for the overall operation of a paddlewheel riverboat, may participate in the daily operations, works under supervision, and performs related work as required.

**STATEMENT OF TASKS:**

Assists in the preparation and maintaining of necessary reports and record, including passenger log, boat maintenance records, personnel evaluations, payroll, and discipline.

Assists in supervising subordinate employees, including in-service training, scheduling, and evaluations.

Responsible for daily and monthly maintenance on the riverboat and engine, which are to be completed in a timely manner.

Coordinates boat operations with the reservations department regarding special charters and schedule adjustments.

Coordinates boat schedule with food service department regarding lunch, dinner, special meal functions, and concession operations.

Operates a paddlewheel riverboat.

Makes daily maintenance inspections of all equipment.

Makes minor repairs as needed to engine and other related equipment

Makes all judgment decisions regarding weather and safe operations.

Works with entertainers regarding set-ups, take-downs, and performances during cruises.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of safe boating practices.

Ability to operate a paddlewheel riverboat in a safe manner.

Ability to make minor repairs to the engine and related equipment.

Ability to communicate with the public about the paddlewheel riverboat and the Park system.

Ability to supervise subordinate employees.

Ability to maintain good interpersonal relationships.

Seasonal Senior Boat Captain  
Page 2

**RECOMMENDED MINIMUM QUALIFICATIONS:**

Four (4) seasons of supervisory experience.

**SPECIAL REQUIREMENTS:**

Successful completion of a safe boating course.

Possession of a basic first aid card "before date of hire".

Must be willing to work weekends, holidays, and irregular hours as scheduled  
or as directed.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

**REQUIRED QUALIFICATIONS:**

Possession of a Michigan Department of Natural Resources Inland Lakes  
Captain's license or a U.S. Coast Guard Operators License.

Applicant must pass a physical examination and drug screening.

Must have a valid driver's license.

**UNIFORM REQUIREMENTS AND REIMBURSEMENTS:**

Applicant will be required to purchase uniforms prior to starting work. Applicant  
will be reimbursed \$75.00 after the first forty (40) hours of employment (for first  
year employees) and \$50.00 for the second and succeeding year employees.

## Seasonal Maintenance Worker Genesee County Parks & Recreation

### GENERAL STATEMENT OF DUTIES:

Performs a variety of basic park maintenance tasks which require fine and gross motor skills; required to operate light duty equipment such as trucks, tractors, and 72" mowers; performs responsible duties in maintaining the safety of park visitors; receives supervision but is also expected to work under own initiative; performs related work as required.

### STATEMENT OF TASKS:

Performs ground maintenance including mowing, raking, seeding, watering, planting, fertilizing, gather refuse and rubbish.  
Ensure Park visitors comply with all applicable park rules and regulations.  
Maintains good public relations with park visitors and disseminates Information about facilities, park activities, and related park programs.  
Performs routine custodial work in park buildings.  
Assists in making minor repairs to buildings and equipment.

The statement of tasks above 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.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and apply park maintenance techniques.  
Ability to correctly use and care for hand tools and light equipment.  
Ability to understand and carry out oral and written directions.  
Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks staff.  
Ability to assess and respond to emergency situations.  
Thorough knowledge of park rules, policies, and procedures.

### MINIMUM REQUIREMENTS:

Ability to physically perform the work.  
Possession of a valid driver's license.

### SPECIAL REQUIREMENTS.

Must be willing to work weekends, holidays, and Irregular hours as scheduled.  
Will be required to wear a prescribed uniform.  
Must be courteous in dealing with the general public and fellow staff members.  
Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided, additional shirts may be purchased.

**Seasonal Maintenance Coordinator**  
**Genesee County parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of basic park maintenance tasks which require fine and gross motor skills; required to operate light to medium duty equipment such as trucks, tractors, mowers with a greater than 10 foot cutting width; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades but is also expected to work under own initiative; provides direction to subordinate employees; performs related work as required.

**STATEMENT OF TASKS:**

Performs grounds maintenance including mowing, raking, seeding, watering, planting, fertilizing, gather refuse and rubbish.

Ensure Park visitors comply with all applicable park rules and regulations.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Performs routine custodial work in park buildings.

Assists in making minor repairs to buildings and equipment.

Assists with scheduling and assigning work to subordinate employees.

Assists with training subordinate employees in park maintenance procedures.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to apply and teach park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Park staff.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to operate a wide variety of equipment such as 1-ton dump trucks, tractors with front end loaders, aerial bucket trucks, 16' width wing deck mowers, haul trailers with equipment, etc.

**MINIMUM QUALIFICATIONS:**

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Three **(3)** years' experience as a park maintenance worker or similar maintenance experience, supervisory experience preferred.

Seasonal maintenance Coordinator  
Page 2

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Must be courteous in dealing with the general public, concessionaires, and fellow staff members.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2) uniform shirts will be provided; additional shirts may be purchased.

**Seasonal Maintenance Specialist I & II**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of semi-skilled and skilled park maintenance tasks which require fine and gross motor skills; required to operate light to heavy duty equipment such as trucks, tractors, fork lifts, 5 yard dump trucks, septic hauling trucks, and mowers with a 10 foot cutting width and greater; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades, but also expected to work under own initiative; provides direction to subordinate employees; performs related work as required.

**STATEMENT OF TASKS:**

Performs ground maintenance and routine custodial work in park buildings.  
Ensures Park visitors comply with all applicable park rules and regulations.  
Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.  
Performs routine custodial work in park buildings.  
Assists with scheduling and assigning work to subordinate employees.  
Assists with training subordinate employees in park maintenance procedures.  
Operates specialized equipment, including chainsaws, septic trucks, forklifts, and 4-wheel drive tractor/loaders.  
Performs minor repairs to buildings and equipment, including minor electrical and plumbing repairs.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to learn and apply park maintenance techniques.  
Ability to correctly use and care for hand tools and light equipment.  
Ability to understand and carry out oral and written directions.  
Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks staff.  
Ability to assess and respond to emergency situations.  
Thorough knowledge of park rules, policies, and procedures.  
Ability to operate a wide variety of equipment such as 1-ton dump trucks, tractors with front end loaders, aerial bucket trucks, 16' width wing deck mowers, haul trailers with equipment, etc.  
Ability to perform simple building and structure construction and repair, including minor electrical and plumbing repairs.

Seasonal Maintenance Specialist I & II  
Page 2

MINIMUM REQUIREMENTS:

Ability to physically perform the work.

Possession of a valid driver's license.

One year experience working as a Maintenance Coordinator at Genesee County Parks **AND** maintained a satisfactory employee evaluation **OR** Four (4) years similar maintenance experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Ability to obtain a valid CDL class B driver's license with air brakes.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided; additional shirts may be purchased.

MINIMUM QUALIFICATIONS:

One **(1)** year experience working as a Maintenance Specialist I at Genesee County Parks **AND** maintained a satisfactory employee evaluation

**OR**

Five **(5)** years similar maintenance experience.

SPECIAL REQUIREMENT:

Ability to certify as a Pesticide Applicator within 45 days of hiring as a Maintenance Specialist II.

## Heavy Equipment Operator I & II

### Genesee County Parks & Recreation Commission

#### GENERAL STATEMENT OF DUTIES:

Performs a variety of semiskilled and skilled park maintenance tasks which require fine and gross motor skills; required to operate light and heavy-duty equipment; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades, but also expected to work under own initiative; provides supervision to subordinate employees; performs related work as required.

#### STATEMENT OF TASKS:

Performs routine maintenance and repair of antique machinery, buildings, and all equipment.

Operates specialized equipment• shop and woodworking, heavy construction equipment.

Provides carpentry skills necessary for maintaining facilities.

Ensures Park visitors comply with all applicable park rules and regulations.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Supervises subordinate employees.

Assists In coordinating park projects.

Assists with training subordinate employees.

Performs minor repairs to buildings and equipment, including minor electrical, plumbing, and carpentry repairs.

Builds and maintains parking lots and roadways.

The statement of tasks above 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.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and apply park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as staff.

Ability to follow OSHA standards for safety and health.

Ability to assess and respond to () emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to operate a wide variety of equipment such as 1-ton dump trucks, tractors with front end loaders, aerial bucket trucks, equipment trailers, etc.

Ability to use tools common to the trade.

Ability to perform simple building and structure construction and repair, including minor electrical and plumbing repairs.

## Heavy Equipment Operator I & II

Page 2

### MINIMUM REQUIREMENTS:

Ability to physically perform the work.

Possession of a valid driver's license.

One **(1)** year experience working as a Maintenance Specialist III at Genesee County Parks **AND** maintained a satisfactory employee evaluation

**OR**

Seven **(7)** years similar maintenance experience.

### SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Ability to obtain a valid CDL class A driver's license without restrictions, as required.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided, additional shirts may be purchased.

### HEAVY EQUIPMENT OPERATOR II ADDITIONAL TASKS AND DUTIES:

Coordinates Park projects

### MINIMUM QUALIFICATIONS:

One year experience working as a Heavy Equipment Operator I at Genesee County Parks **AND** maintained a satisfactory employee evaluation **OR** Eight (8) years similar maintenance experience.

**Operations Specialist**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Responsible for the daily operations of assigned revenue generating facility (Wolverine Campground, Boat Launches, Mounds ORV). Performs basic work in collection of fees and issuing permits; selling concessions; provides security; disseminates park information; works under supervision, and performs related duties as required.

**STATEMENT OF TASKS:**

Issues permits, collects fees, prepares, and maintains bookkeeping records such as sales, inventory, and registration reports and bank deposits, Registers visitors.

Ensures Park visitors comply with all applicable park rules, regulations, and state law.

Sells food, beverages, souvenirs, and other miscellaneous items in stores, concessions, and other locations.

Maintains an accurate inventory and stocks store with goods and supplies.

Responsible for a cash drawer.

Maintains good public relations with park visitors and disseminates information on park facilities, activities, and related park programs.

Performs grounds maintenance keeps areas of use clean and in orderly fashion.

Performs routine custodial work in park buildings.

Assists in minor repairs to buildings and equipment.

Conducts programs for all ages.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform basic mathematical computations.

Ability to prepare necessary reports and records.

Ability to understand and carryout oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks staff.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to learn and apply park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Operations Specialist  
Page 2

MINIMUM REQUIREMENTS:

Ability to physically perform the work.  
Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.  
Will be required to wear a prescribed uniform.  
Must be courteous in dealing with the general public and fellow staff members.  
All applicants will be issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine Campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.

**Assistant Operations Manager  
Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Responsible for the daily management of assigned revenue generating facility (Wolverine Campground, Boat Launches, Mounds ORV). Participates in daily operations; performs responsible duties in maintaining the safety of park visitors; works under supervision, but also expected to work under own initiative; provides direction to subordinate employees; performs related duties as required.

**STATEMENT OF TASKS:**

Issues permits, collects fees, prepares, and maintains bookkeeping records such as sales, inventory, and registration reports and bank deposits, Registers visitors.

Ensures Park visitors comply with all applicable park rules, regulations, and state law.

Assists in supervising and training subordinate employees.

Maintains an accurate Inventory and stocks store with goods and supplies.

Assists In preparation and maintaining of necessary reports and records, including financial reports, payroll personnel evaluations, and may handle large sums of money.

Maintains good public relations with park visitors and disseminates information on park facilities, activities, and related park programs.

Ensures proper maintenance of grounds and other related facilities.

Plans, develops, and conducts programs (Wolverine campground)

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to schedule, direct, and supervise subordinate employees.

Knowledge of methods used in keeping financial accounts and records.

Ability to maintain accurate and up-to-date inventory records.

Ability to prepare and maintain necessary reports and records.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to apply and teach park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out complex oral and written directions.

Ability to maintain good Interpersonal relationships and communicate effectively with the general public and Parks staff.

Assistant Operations Manager  
Page 2

MINIMUM REQUIREMENTS:

Ability to read, write, and physically perform the work.

Possession of a valid driver's license.

Three years (**3 seasons**) experience working as an Operations Specialist at Genesee County Parks **AND** maintained a satisfactory employee evaluation

**OR**

Three (**3**) years' experience working in a campground with supervisory experience.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine Campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.

## Operations Manager I & II

### Genesee County Parks & Recreation Commission

#### GENERAL STATEMENT OF DUTIES:

Performs a variety of skilled professional duties in the operation and management of revenue producing facilities, including, but not limited to: Wolverine campground, Boat Launches, Mounds ORV Park, and Crossroads Village & Huckleberry Railroad. Supervises a wide variety of staff; performs related duties as required.

#### STATEMENT OF TASKS:

Assures the appropriate operation, programming, staffing & scheduling of assigned facilities.

Develops and maintains systems to handle customer relation issues.

Develops annual goals and evaluates progress towards those goals.

Assists with development of assigned facilities.

Assists with purchasing, planning and upkeep of all computer equipment, programs, and network connectivity needs.

Supervises development and implementation of recreational programs and special events for assigned facilities.

Supervises the hiring, scheduling, and training of a wide variety of staff.

Coordinates with the Park Superintendent and Director of Maintenance and Project Management to ensure the proper maintenance of facilities.

Supervises the preparation of all necessary reports and records generated by assigned facilities.

Prepares cost estimates, tentative budgets, and associated documents for assigned facilities and associated programs.

The statement of tasks above 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.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to schedule, direct, supervise and train subordinate employees.

Knowledge of parks and recreation functions and activities.

Knowledge of methods used in keeping financial accounts and records.

Ability to prepare and present complex oral and written reports.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to communicate clearly and effectively both orally and in writing.

Ability to use a computer and associated software.

Knowledge of park planning, development, and maintenance.

Ability to maintain good interpersonal relationships and communicate effectively with public and staff.

Ability to attend work regularly and work under stressful conditions.

Operations Manager 1 & II  
Page 2

**MINIMUM REQUIREMENTS:**

Ability to read, write, and physically perform the work.

Possession of a valid driver's license.

Three years (3 seasons) experience working as an Operations Specialist at Genesee County Parks AND maintained a satisfactory employee evaluation OR three (3) years' experience working in a campground with supervisory experience.

**SPECIAL REQUIREMENTS:**

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

May be required to be on call.

All applicants will be issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.

**OPERATIONS MANAGER MINIMUM QUALIFICATIONS:**

One year (season) experience working as an Operations Manager at Genesee County Parks AND maintained a satisfactory employee evaluation.

**Seasonal Operations Coordinator  
Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of parks operations tasks in revenue generating facilities; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades but is also expected to work under own initiative; provides direction to subordinate employees; performs related work as required.

**STATEMENT OF TASKS:**

Performs basic grounds maintenance at revenue generating facilities.

Ensure Park visitors comply with all applicable park rules and regulations.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Performs routine custodial work in park buildings.

Assists in making minor repairs to buildings and equipment.

Assists with scheduling and assigning work to subordinate employees.

Assists with training subordinate employees in park maintenance procedures.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to apply and teach park maintenance and operations techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Park staff.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to operate a wide variety of equipment.

**MINIMUM QUALIFICATIONS:**

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Three **(3)** years' experience as a park maintenance worker or parks operations specialist or maintenance experience, supervisory experience preferred.

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Must be courteous in dealing with the general public, concessionaires, and staff.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2} uniform shirts will be provided.

**Seasonal Operations Supervisor**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Supervises the daily operations of revenue generating facilities; works under the Parks Operations Manager but is expected to work under own initiative; performs related duties as required.

**STATEMENT OF TASKS:**

Supervises seasonal employees.

Serves as liaison to various individuals or groups as assigned.

Handles large sums of money.

Coordinates with maintenance supervisors as necessary to ensure proper maintenance of revenue generating facilities.

Ensure Park visitors comply with all applicable park rules and regulations.

Develops and maintains systems to handle customer relation issues.

Oversees training of subordinate employees in park operations procedures.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Assists the Parks Operations Manager with development of assigned facilities.

Assists the Parks Operations Manager with special events and facility programming.

Assists the Parks Operations Manager with tentative budgets, cost estimates, and associated documents for assigned facilities.

Supervises the preparation of all necessary reports and records generated by assigned facilities.

Supervises the hiring, scheduling, and training of assigned revenue generating facilities.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to supervise and direct subordinate employees.

Ability to prepare and present complex oral and written reports.

Ability to assess and respond to emergency situations.

Ability to communicate clearly and effectively both orally and in writing.

Ability to use a computer and associated software.

Ability to attend work regularly and work under stressful conditions.

Thorough knowledge of park rules, policies, and procedures.

Knowledge of parks and recreation functions and activities.

Knowledge of concession and retail operations, inventory and cash control.

**MINIMUM QUALIFICATIONS:**

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Five (5) years' experience in operations management, facilities management, retail management or customer relations.

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Must be courteous in dealing with the general public, concessionaires, and staff.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2} uniform shirts will be provided.

**Seasonal Locomotive Engineer**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a highly technical and skilled trade *in* the operation of a steam-operated locomotive; works under general supervision; performs related duties as required.

**STATEMENT OF TASKS:**

Operates a steam locomotive on an excursion line.

Maintains all necessary records and reports as required, including daily running reports and records.

Makes minor running repairs to engine and related equipment.

Explains to the public the principles of train operation and railroading,

Maintains brasses (brass bearings) and takes them up to the degree that is necessary.

Maintains the boiler in relationship to steam, fire and water. Uses whistle and hand signals as necessary.

Handles throttle to minimize wear and achieve maximum fuel economy.  
Supervises subordinate employees.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of steam locomotive operations, Walschaerts valve-gear and the setting of valves, brasses, steam boilers whistle and hand signals.

Ability to operate a steam locomotive in a safe manner.

Ability to make minor repairs to engine and related equipment.

Ability to communicate with the public concerning the operation of a steam locomotive.

Ability to supervise subordinate employees.

Ability to maintain good interpersonal relationships.

**MINIMUM QUALIFICATIONS:**

Two **(2)** years of experience in the operation of a steam locomotive -oil, wood, or coal fire.

**SPECIAL REQUIREMENTS AND PROCEDURES:**

Must be willing to work weekends, holidays and Irregular hours as scheduled and/or as directed.

Required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Must have a valid driver's license.

Seasonal Locomotive Engineer  
Page 2

**UNIFORM REQUIREMENTS AND REIMBURSEMENTS:**

Applicant will be required to purchase a uniform prior to starting to work. Applicant will be reimbursed \$150.00 after first forty (40) hours of employment (for first year employees} and each succeeding year, uniform reimbursements include safety shoe

**Seasonal Steam Boiler Fireman**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs a technical and skilled trade in the operations of a steam locomotive and/or stationary boilers and steam engines; works under general supervision; performs related duties as required.

**STATEMENT OF TASKS:**

May assist the engineer in the operation of the locomotive and related equipment.

Maintains fire, boiler water level, and steam pressure permitting steam locomotives, stationary boilers, and steam engines to perform satisfactorily.

Assists in the loading of fuel and taking on of water.

Constructs and maintains proper fire, whether coal, wood, or oil is used for fuel.

Keeps locomotive, stationary boilers, and engines clean.

May assist in the routine maintenance of railroad and Village operations.

Makes out necessary records or reports as required.

Explains to the public the functions of the fireman and the operation features of the engine or train.

May be required to provide leadership to subordinate employees.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE SKILLS, AND ABILITIES:**

Good knowledge of railroad terminology and working procedures.

Ability to prepare written reports and records.

Ability to communicate orally with the public.

Ability to do locomotive maintenance as necessary.

Ability to provide leadership to subordinate employees.

Ability to maintain good interpersonal relationships.

**MINIMUM QUALIFICATIONS:**

Ability to read and write.

Applicant must pass a physical examination.

One (1) year (**one season**) of experience in the operation of a steam locomotive -oil, wood, or coal fire.

**SPECIAL REQUIREMENTS AND PROCEDURES:**

Possession of a valid driver's license.

May be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Seasonal Steam Boiler Fireman  
Page 2

UNIFORM REQUIREMENTS AND REIMBURSEMENTS:

Applicant will be required to purchase uniform prior to starting work. Applicant will be reimbursed

\$150.00 after first forty (40) hours of employment (for first year employees) and each succeeding year. All uniform reimbursements include safety shoes.

**Railroad Shop Worker I & II**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Performs technical and semi-skilled work in the maintenance and repair of locomotives, stationary boilers, steam engines and railroad cars; works under general supervision; performs related duties as required.

**STATEMENT OF TASKS:**

Performs work in the assembly and disassembly of locomotives, stationary boilers, and steam engines.

Performs and assists in railroad coach inspections and repairs.

Performs work in the maintenance and/or repair of locomotives, stationary boilers, and steam engines.

Performs work in the maintenance and/or repair of track maintenance equipment.

May be required to act as Engineer, Fireman, or operate track maintenance equipment.

May be required to provide leadership, train, or give direction to other employees.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of railroad terminology and working procedures.

Ability to prepare written reports and records.

Ability to communicate orally with the public.

Ability to do locomotive maintenance as necessary.

Ability to provide leadership to subordinate employees.

Ability to maintain good interpersonal relationships.

**RECOMMENDED QUALIFICATIONS:**

Two (2) years of railroad equipment or heavy equipment repair.

**SPECIAL REQUIREMENTS AND PROCEDURES:**

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours as scheduled and/or as directed.

May be required to wear a prescribed uniform.

Must be courteous in dealing with the public and fellow staff members.

Must have a valid driver's license.

**UNIFORM REQUIREMENTS AND REIMBURSEMENTS:**

Applicant will be required to purchase uniform prior to starting to work. Applicant will be reimbursed \$150.00 after first forty (40) hours of employment (for first year employees) and each succeeding year. All uniform reimbursements include safety shoes.

Railroad Shop Worker I & II

Page 2

**MINIMUM QUALIFICATIONS:**

One year experience as a Railroad Shop Worker I and maintain a satisfactory employee performance evaluation OR Three years' experience in railroad equipment or heavy equipment repair.

**Specialty Equipment Operator**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

Manufactures metal parts for the Railroad using various machining tools located in the Railroad Shop, such as lathes, Precision mills, heavy duty shapers, presses, welders, and other equipment used in the repair and maintenance of Railroad Equipment; works under own initiative; Reports to the Railroad Operations Manager, performs related duties as required

**STATEMENT OF TASKS:**

Manufactures parts per print using materials as specified using machines available at the Railroad Shop

Performs maintenance and/or repair on railroad equipment, machinery, and other equipment.

The statement of tasks above 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to correctly use and care for hand tools and light equipment.

Ability to use precision analog measuring equipment to accuracy of 0.0001".

Ability to operate lathes, vertical boring mills, horizontal and vertical mills, radial drill presses and hydraulic presses.

Ability to perform basic welding including mig, stick, gas and tig

Ability to understand and carry out complex oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the co-workers and Supervisors

**MINIMUM QUALIFICATIONS:**

Ability to read and write and being physically able to perform the work.

Have extensive knowledge of the use and application of machining tools.

Have extensive knowledge of materials used in a machine shop

Possession of a valid driver's license.

Ten (10) years' experience in machinery or equipment repair.

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the supervisors and fellow staff members.

Two (2) uniform shirts will be provided, additional shirts may be purchased.

# GENESEE COUNTY PARKS

## SEASONAL MARINE PATROL RANGER BOAT OPERATOR

### GENERAL STATEMENT OF DUTIES:

Performs responsible work including the enforcement of Marine Law, and maintenance of public safety; Works under supervision and performs related duties as required. *This is not a certified law enforcement position.*

### STATEMENT OF TASKS:

Enforces marine law by patrolling Holloway Reservoir and Mott Lake in a boat. Regular maintenance of the Ranger Patrol Boat and Ranger Patrol Vehicles.

*The statement of tasks above 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 of the duties an employee assigned to this class may be required to perform.*

### MAY BE REQUIRED:

To take Pleasure Boat Certification and CPR certification courses provided by departmental staff. Receive training and instruction in the use of power boat operation and associated equipment.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of marine safety techniques.

Knowledge of first aid.

Knowledge of Holloway Reservoir and Mott Lake.

Ability to swim well.

Ability to operate radio equipment.

Ability to communicate orally effectively.

Ability to follow complex written and oral instructions.

Ability to maintain good interpersonal relationships.

Ability to attend work regularly and work under stressful conditions.

### SPECIAL REQUIREMENTS:

No felony convictions, or misdemeanor drug or theft convictions.

Willingness to work an irregular work schedule, which includes weekends, holidays and evenings as directed.

**Seasonal Park Ranger**  
**Genesee County Parks & Recreation Commission**

**Contact Person:** Chief Park Ranger  
**Phone:** 810-249-3830  
**Email:** [parkswebteam@gcparks.org](mailto:parkswebteam@gcparks.org)

**GENERAL STATEMENT OF DUTIES:**

The Police Park Ranger Division is a full-service law enforcement agency headquartered in Flint, Michigan. The Ranger Division currently consists of a Chief, Detective and 40 sworn, Full- time and Seasonal Park Rangers. The Ranger Division is the primary law enforcement agency assigned to patrol the Park Commission's properties. The Ranger Division enforce and investigate all laws including Federal, State, Marine and local ordinances with emphasis on community policing. The Ranger Division operates 24/7 year-round.

Genesee County Parks consists of over 11,000 acres with 26 developed park properties spread over two counties, in both urban and rural settings making it the largest county parks system in the State of Michigan. The parks property includes lakes, rivers, beaches, walking trails, horse riding, ORV, nature preserves and a 1800's theme park village with a steam engine passenger railroad system and paddleboat.

**MINIMUM QUALIFICATIONS:**

Must be 21 years of age  
Must have a high school diploma or G.E.D. certificate  
Must have a valid driver's license, with a driving record free of suspension, revocation and moving violations for the prior two years  
No felony, assault, OWI or drug arrests or convictions  
Pass background and drug test  
Must be MCOLES certified, with minimum 1 year experience as a police officer  
Must be willing to work weekends, nights, and holidays  
Must be willing to assist other agencies including the City of Flint Police, Michigan State Police, and the Genesee County Office of Sheriff  
Physically fit for duty, maintain proper height to weight ratio, free from physical impairments unless protected under the American Disability Act and MCOLES  
Must be willing to work different patrol assignments, including vehicle, boat, pontoon, foot and ORV's  
Must be willing to work large events that attract 50,000+ participants

**SALARY AND BENEFITS:**

Parks Rangers are only allowed to work 1450 hours per calendar year. At the time of this posting there is no offer of advancement.

**Seasonal Park Ranger Detective**  
**Genesee County Parks & Recreation Commission**

**GENERAL STATEMENT OF DUTIES:**

To conduct criminal investigations generated by the Genesee County Parks and Recreation Commission- Ranger Division.

**STATEMENT OF TASKS:**

In addition to tasks performed as a Seasonal Park Ranger the Seasonal Detective must:

Correct, prepare, follow- up, on criminal complaints to be presented to the Prosecutor Attorney office for review

Conduct suspect, victim, and witness interviews

Process criminal/traffic cases for District, Circuit and Family courts

Secure, process and maintain evidence

Conduct employee background checks

Maintain LEIN and Web-Station migration

Maintain good working relationships with the general public, victims, witnesses, co- workers, other law enforcement agencies

Perform any additional tasks requested by the Chief Ranger or the Director

**MINIMUM QUALIFICATIONS:**

MCOLES Certified Police Officer

Currently employed as a Seasonal Park Ranger

**SPECIAL REQUIREMENTS:**

This position requires a varied shift schedule, as determined by the Chief Ranger. This position Is at Will, non-union, non-benefit and holds no departmental seniority. The Seasonal Detective serves at the pleasure of the Chief Ranger or the Director.

The Seasonal Detective will be required to wear \*business or court attire daily; except Fridays if no court proceeding is scheduled.

\*Business Attire: Male-dress shirt/pants, tie. Female-dress shirt/pants or skirt.

\*Court Attire: Male-Suit or sports coat with dress shirt/pants and tie. Female-pants suit or dress.

This position serves at the sole discretion of the Chief Ranger or the Director. This position has no authority to discipline, suspended or order Rangers to perform special tasks with the following exception: that of being the investigator and to supervise personnel working at the scene of a crime. The Seasonal Detective assignments are determined by the Chief Ranger and that of the Ranger Division needs.

## Program Coordinator I, II, III Keep Genesee County Beautiful

### GENERAL STATEMENT OF DUTIES:

Coordinates daily programs, activities, and special events. Performs a variety of jobs related to planning and conducting program activities. Coordinates activities of other staff and volunteers. Works under general supervision *and* performs other related duties as required.

### STATEMENT OF TASKS:

Support the work of the Program Director

Work independently on assigned projects that include beautification and community greening, litter and graffiti abatement and waste reduction and recycling

Coordinate and work directly with volunteers on the implementation of KGCB programs and activities

Assist in the coordination and implementation of events and program activities

Research, recommend, and develop new program activities

Participates in programs as required

Participates in promoting, constructing, and presenting programs

Performs office tasks that include filing, answering phone calls, returning emails, *record* management, report generation, program creation, monitoring, evaluation, event planning, curriculum development, volunteer training, maintenance of mailing lists

Attend and/or give presentations at local meetings representing KGCB.

Inventory KGCB materials and assist in their distribution.

Assist in marketing and promotion.

The statement of tasks above 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.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and maintain necessary records and create reports

Ability to effectively supervise volunteers

Ability to communicate effectively both orally and in writing with the public and staff

Ability to maintain good interpersonal relationships with diverse groups, organizations, and individuals

Ability to carry out complex written and oral communications

Ability to accurately fill out forms and keep records

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Familiarity with the use of social media

KGBC Program Coordinator I, II & III  
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**MINIMUM QUALIFICATIONS**

Two **(2)** years of experience in coordinating, developing, and conducting programs and two **(2)** years of supervisory experience or other combination of training and experience

Demonstrated excellence in organization and communication skills • Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint, Excel)

An interest in and willingness to pursue KCGB's mission

Valid Michigan driver's license

**SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the general public and fellow staff members

Required to regularly drive to sites within the City of Flint and Genesee County

Able to physically move materials to sites and perform physical work as needed  
(30-50 pounds)

Certification In CPR and First Aid

**PROGRAM COORDINATOR II**

**MINIMUM QUALIFICATIONS:**

One year experience as a KGCB Program Coordinator with maintaining a satisfactory employee evaluation **OR** Three **(3)** years' experience in coordinating, developing, and conducting programs and three **(3)** years of supervisory experience or other combination of training and experience.

**PROGRAM COORDINATOR III**

**MINIMUM QUALIFICATIONS:**

Two years' experience as a KGCB Program Coordinator with maintaining a satisfactory employee evaluation **OR** Four **(4)** years' experience in coordinating, developing, and conducting programs and four **(4)** years of supervisory experience or other combination of training and experience.

## **RESERVATIONS AND ADMINISTRATIVE SPECIALIST**

### **GENERAL STATEMENT OF DUTIES**

Performs a variety of office tasks at assigned facility, including greeting public, answering phones, collecting reservation and event information, completing necessary paperwork, utilizing Microsoft Office programs and other reservation software, and providing information concerning facilities and associated programs

### **STATEMENT OF TASKS**

- Support the work of the Parks Division Head(s)
- Disseminates information concerning facilities, programs, and activities to the general public
- Issues permits, collects fees, prepares and maintains records for programs and events
- Operates Windows-based computer and performs word processing as well as reservation software
- Answers telephones and directs calls accordingly
- Acts as receptionist to Park visitors and Park staff
- Assists reservation department, as required

The tasks specified are 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

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Ability to communicate effectively with the general public.
- Ability to prepare and maintain necessary records and create reports
- Ability to accurately fill out forms and keep records
- Thorough knowledge of the rules, policies, and procedures
- Ability to understand and carry out oral and written directions
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to multi-task and prioritize workload.

### **MINIMUM QUALIFICATIONS**

- Availability open to work regularly Monday thru Friday
- Ability to read and write.

### **ADDITIONAL QUALIFICATIONS**

- Two (2) years of office administrative experience or equivalent.
- Demonstrated experience in Windows and Microsoft Office Programs (Word, Powerpoint, Excel)
- Demonstrated ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

#### SPECIAL REQUIREMENTS

- Must be willing to work weekends, holidays and Irregular hours as scheduled or directed.
- Must be courteous in dealing with the general public and fellow staff members
- May be required to wear a uniform

## **Seasonal Flint River Watershed Coalition Kayak Flint Assistant**

### **GENERAL STATEMENT OF DUTIES:**

Assists in implementing paddle programs. Provides excellent customer service to Kayak Flint customers. Helps with marketing and promotion. Works under supervision of the Paddle Programs Coordinator and Seasonal Kayak Flint Leader; performs related duties as required.

### **STATEMENT OF TASKS:**

Assist with promotion, preparation, implementation, and follow-up tasks for Kayak Flint programs  
Assist with customer and equipment pick-up and shuttling  
Assist with fleet maintenance  
Assist with scouting and monitoring river conditions  
Assist on the water during scheduled trips, programs, and workshops

The statement of tasks above 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work outside in all weather conditions  
Ability to follow directions and ask questions  
Problem-solving skills  
Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition  
Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

### **MINIMUM QUALIFICATIONS:**

One (1) year of college or two seasons (6 months) of park experience or experience working with the public -AND- Valid Michigan Driver's license

### **SPECIAL REQUIREMENTS:**

Must be willing to work weekends, holidays, and irregular hours as scheduled and/or as directed.  
May be required to wear prescribed work uniform.  
Must be courteous in dealing with the public, and fellow staff members  
Able to physically move materials to sites and preform physical work (30 - 50 pounds)

## **Seasonal Flint River Watershed Coalition Kayak Flint Leader**

### **GENERAL STATEMENT OF DUTIES:**

Performs daily supervision of Kayak Flint operations and staff. Provides excellent customer service to Kayak Flint customers. Assists in planning paddle programs. Helps with marketing and promotion. Works under supervision of the Paddle Programs Coordinator; performs related duties as required.

### **STATEMENT OF TASKS:**

Provides daily supervision of Kayak Flint operations, including rentals and supervision of Kayak Flint Assistants

Manage Kayak Flint communications

Coordinates with Paddle Programs Coordinator to set weekly staffing

Coordinates scheduling of Kayak Flint rentals

Manages customer rentals and payment process

Assists with covering shifts and large events as needed

Assists with scouting and clearing the paddle route

The statement of tasks above 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Supervisory experience

Ability to handle and balance cash, make change

Proficiency with computers and cell phones/tablets

Ability to work outside in all weather conditions

Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition, Genesee County Parks

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

### **MINIMUM QUALIFICATIONS:**

Two (2) years of experience in coordinating, developing, and conducting programs -AND- two (2) years of supervisory experience or other combination of training and experience -AND-

Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

### **SPECIAL REQUIREMENTS:**

Demonstrated excellence in organization and communication skills

Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint Excel)

An interest in and willingness to pursue FRWC's mission

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and preform physical work as needed (30 - 50 pounds)

## **Seasonal Flint River Watershed Coalition Program Assistant**

### **GENERAL STATEMENT OF DUTIES:**

Creates and coordinates daily programs, activities, volunteer opportunities, and special events. Performs a variety of jobs related to planning and implementing activities. Coordinates activities of other staff and volunteers. Works under supervision of the Park Program Manager and performs other related duties as required.

### **STATEMENT OF TASKS:**

Supports the work of the assigned division

Work independently on assigned projects that may include benthic monitoring, green infrastructure projects, river cleanups, or kayak programs, and others.

Coordinate and work directly with volunteers on the implementation of FRWC programs and activities

Research, recommend, and develop new program activities

Participate in programs as required

Participate in promoting, constructing, and presenting programs

Performs office tasks that include filing, answering phone calls, returning emails, record management, report generation, program creation, monitoring, evaluation, event planning, curriculum development, volunteer training

Attend and/or give presentations at local meetings representing FRWC

Assist in marketing and promotion

The statement of tasks above 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to prepare and maintain necessary records and create reports

Ability to effectively supervise volunteers

Ability to communicate effectively both orally and in writing with the public and staff

Ability to maintain good interpersonal relationships

Ability to carry out complex written and oral communications

Ability to accurately fill out forms and keep records

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Familiarity with the use of social media

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

### **MINIMUM QUALIFICATIONS:**

Two (2) years of experience in coordinating, developing, and conducting programs -AND- two (2) years of supervisory experience or other combination of training and experience -AND- Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

**SPECIAL REQUIREMENTS:**

Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint, Excel)

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

## **Seasonal Flint River Watershed Coalition Education Coordinator**

### **General Statement of Duties:**

Performs professional work in watershed education, including developing and leading educational programs, recruiting, training, and supporting educators, performing a variety of basic office tasks and performs related duties as required. This position works under the supervision of the Park Program Manager.

### **Statement of Tasks:**

Recruit, train, support, and retain formal and informal educators to connect classroom learning to real-world problems around environmental issues.

Effectively communicate with diverse community partners, educators, students, school administrators, and other stakeholders

Coordinate and collaborate to develop and implement programs

Coordinate professional development opportunities for teachers, mentors, and youth

Organize and administer programming, including budgeting and reporting, as needed

Order, store, track, and distribute program materials and inventory including equipment supplies

Plan and implement the annual Student Summit

Coordinate the Flint River GREEN youth stream monitoring program, including in-school, out-of-school, and youth action projects.

Facilitate sample and data collection, management, and reporting

Organize the Storm Drain Stenciling program

Participate in community outreach by presenting at and/or attending community events

The tasks specified are 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 of the duties an employee assigned to this class may be required to perform.

### **Required Knowledge, Skills, and Abilities:**

Excellent organizational skills, attention to detail, and commitment to follow through

Strong communication skills: written, verbal, facilitation, and public speaking

Ability to plan and design effective strategy that leads to program and participant success

Ability to comfortably use standard office equipment, technology, and software

Ability to work independently, identify and prioritize tasks, and utilize sound judgment

Experience working with grants, including program planning, satisfying grant requirements, data and documentation collections, and completing grant reporting

Demonstrated knowledge of school systems and youth education best practices acquired via experiential learning and/or formal education

Relevant interest in areas such as environmental quality, water quality, and watersheds

Participatory and respectful engagement with community stakeholders, board, and co-workers

### **Minimum Qualifications:**

Bachelor's degree in education or an environmental field -AND- minimum two years' experience as an educator -AND- valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

**Special Requirements:**

Experience in navigating school systems, program development, outreach, and community collaboration

Knowledge and experience in place-based education principles, Next Generation Science Standards, and the National Curriculum Standards for Social Studies

Familiarity with the Flint River and its watershed

Experience as a volunteer and/or managing volunteers

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

Broad connections with the formal and informal education community

Ability to develop content/curriculum for teacher education

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

## **Seasonal Flint River Watershed Coalition Paddle Programs Coordinator**

### **General Statement of Duties:**

Performs professional work in watershed education, including developing and leading Kayak Flint programs for all ages and abilities, supervising benthic monitoring programs, volunteer recruitment, training, and support for river cleanups, performs a variety of basic office tasks and related duties as required. This position works under the supervision of the Park Program Manager.

### **Statement of Tasks:**

Oversee all aspects of the Kayak Flint programs, including outreach paddles, private paddles, iKayak, VIP paddles, learn to kayak programs, and others  
Create and implement new programs  
Train and supervise staff associated with paddle programs  
Responsible for working with maintenance staff on van and trailer(s) maintenance  
Track and maintain inventory of the programs assets  
Monitor river conditions for safety and accessibility  
Assist with coordinating river cleanups including Stewardship Day  
Oversee all aspects of the Benthic Monitoring Program  
Coordinate with MiCorps to maintain protocol and standards  
Coordinate Stonefly Monitoring event  
Coordinate and implement Vernal Pool Patrol program  
Recruit, train, and support volunteers associated with kayaking, monitoring, and cleanups

The tasks specified are 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 of the duties an employee assigned to this class may be required to perform.

### **Required Knowledge, Skills, and Abilities:**

Excellent organizational skills, attention to detail, and commitment to follow through  
Strong communication skills: written, verbal, facilitation, and public speaking  
Ability to plan and design effective strategy that leads to program and participant success  
Ability to comfortably use standard office equipment, technology, and software  
Ability to work independently, identify and prioritize tasks, and utilize sound judgment  
Experience working with grants, including program planning, satisfying grant requirements, data and documentation collections, and completing grant reporting  
Relevant interest in areas such as environmental quality, water quality, and watersheds  
Participatory and respectful engagement with community stakeholders, board, and co-workers  
Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.  
Values that align with FRWC's mission to protect, promote, and improve the Flint River Watershed

### **Minimum Qualifications:**

Four (4) years of experience creating and implementing outdoor education programs for all ages

and abilities -AND- four (4) years of supervisory experience -AND- Hold American Canoe Association Level 2: Essentials of Kayak Touring certification with an Adaptive endorsement -AND- Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

**Special Requirements:**

Benthic monitoring experience

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

Certification in CPR and First Aid