

BELVIDERE TOWNSHIP

Job Title:	Park Manager	Report to:	Trustee
Department/Group:		Job Code/ Req#:	
Location:	Six Lakes, MI	Travel Required:	Travel may be required
Level/Salary Range:	\$950 per month for 6 months	Position Type:	PART- TIME
HR Contact:		Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL:		MAIL:	
Fax number or Email		BELVIDERE TOWNSHIP PO BOX 144 107 VESTA STREET SIX LAKES, MI 48886	
Subject Line:			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. GOOD PERSONALITY WITH PEOPLE 2. ABILITY TO FIX AND MAINTAIN PARK AREAS 3. MOW GRASS 4. RENT OUT SPACES IN PARK-RSERVATIONS 5. MAINTAIN PARK CONFLICTS 6. MAINTAIN RECPRDS 7. HAVE SET HOURS FOR BEING AT PARK 8. MAINTAIN CLEAN APPEARANCE 9. INFORCE PARK RULES FAIRLY 10. KEEP PARK CLEAN 11. MAINTAIN BATHROOMS-PORTA-JOHNS 12. MAINTAIN A WEEKLY SCHEDULE FOR CLEANING 13. Maintain bathrooms at roadside park 14. Maintain fishing dock 15. Secure campground licensing permits and testing 16. Set up park in spring 17. Clean up park in fall <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>HIGH SCHOOL DEGREE - RECOMMENDED</p> <p>BENEFICIAL SKILLS</p> <p>Software: Microsoft word, excel</p> <p>ADDITIONAL NOTES</p> <p>ATTEND MONTHLY MEETING</p>			

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time