

Park Supervisor – Leisure Services

Job Description

This seasonal position oversees the onsite operations at Brandenburg and/or Pollard Park (May-October) in close coordination with the Leisure Services Director with support from the Facilities/Operations Supervisor, as necessary. It includes providing basic direction to entrance booth attendants, contractual food operators, umpire services, facility renters, welcoming citizens to the park and the overall park monitoring. The Park Supervisor will perform professional, supervisory and administrative work in planning and managing park activities. The Park Supervisor will oversee all aspects of safety regulations, compliance and training as they pertain to subordinate park staff. Monitor facility use procedures and make recommendations for change as needed. Additional responsibilities include (but not limited to), trash pick-up, field-set, launch monitoring, maintaining a cordial relationship with the public and setting an example of acceptable conduct for all employees. The Brandenburg Park Supervisor will also be required to ensure proper reconciliation of park entrance fees and follow cash handling procedures. Park Supervisors are also responsible for making sure park rules are being followed, emergency services are sought as needed and incidents/injuries are reported/documentated. Employees in this role, also enforce park hours and attend to field lighting needs. A Brandenburg Park Supervisor monitors and assists in park cleanliness and regular monitoring of the Brandenburg Park Splash Pad.

Such employees exercise considerable independent judgement to resolve concerns, conflicts and problems of patrons to ensure that services are provided in a safe and professional manner. This position is responsible for carrying out the department's hazardous weather procedures; ie: notify park patrons, clear fields/sites, and make decisions to delay or cancel games while ensuring a safe environment for all park users. The work requires knowledge of the policies, procedures, and regulations of Chesterfield Township Leisure Services leagues, programs and facilities. This employee serves as a front-line supervisor at a park or building and maintains records relevant to the work. This employee may perform basic repairs through knowledge of proper use of tools and equipment and notifies the department when additional maintenance of the facility or equipment is needed. This employee works closely with the Leisure Services Director to coordinate work efforts and solve problems. Keeps inventory of equipment, supplies, and materials and performs related work appropriate to this classification. The employee interacts with youth and adults in a professional and courteous manner. Oversees the onsite use of fields and facilities and may assist in the cleanliness of the park and buildings.

Starting Wage: \$14-\$15 per hour, DOQ

Application Deadline: Open Until Filled

First Interviews: Week of March 7th

Applications and resumes are accepted online only at: chesterfieldtp.org. Proceed to the "Services" tab and click "Career Opportunities".

These are seasonal (not permanent) positions. Applicants must be at least 18 years of age and be willing to work evenings, weekends, and holidays and be willing to work up to 40 hours per week. Applicants

must have a High School Diploma, valid Michigan Driver's License and have dependable transportation. Applicants must pass background and physical exam. Access to mobile communications is required. This position reports to Amanda Bowers, Director of Leisure Services. Questions regarding the position can be addressed by calling 586-949-0400 ext. 4 or emailing abowers@chesterfieldwp.org.