

Whitewater Township Job Description

Deputy Parks and Recreation Administrator

General Description

The Whitewater Township Parks and Recreation program is operated as a service to the township residents as well as the general public and oversees Lossie Road Nature Trail, Battle Creek Nature Trail, Hi Pray Park, Whitewater Township Camping Park, and Petobego Natural Area. The Deputy Parks and Recreation Administrator serves at the pleasure of and under the general authority of the Whitewater Township Board.

Qualifications

1. Ability to communicate effectively with the Township Board, parks and recreation personnel, and Parks & Recreation Advisory Committee.
2. Ability to communicate effectively with vendors and contractors supplying goods and/or services to township parks.
3. Ability to coordinate the operation and maintenance of township park facilities in a fiscally responsible manner.
4. Capacity to manage parks and recreation personnel.
5. Interest in becoming a Firefighter or EMT
6. Possess a valid driver's license to meet travel requirements of the job.
7. Firefighter and EMS training preferred.

Physical Demands

The physical demands of this position are those customarily associated with a Park Ranger and are often outdoors.

Work Environment

The employee performing the duties of this job will spend the majority of their working hours between the various park and recreation venues, outdoors with occasional office hours as needed.

Wage

Salary shall be set by the Whitewater Township Board.

Hours of Work

The Deputy Parks and Recreation Administrator will work as needed during the months of November thru March then fulltime April through October or as directed by the Board.

Duties and Responsibilities Include, But Are Not Limited To:

1. Be familiar with Whitewater Township's parks and recreation facilities, programs and rules.
2. Respond to inquiries concerning township parks and recreation facilities.
3. Research and make recommendations to the Township Board concerning township park and recreation facilities.
4. Respond to inquiries about and book seasonal sites at Whitewater Township Park.
5. Book pavilion, ballfields, and batting cage rentals at Whitewater Township Park and Hi Pray Park.

6. Recommend dates, rates, and fees to the Township Board for Whitewater Township Camping Park and Hi Pray Park.
7. Provide annual dates/rates/fees information to the campground online reservation system programmer and assist with testing and launch of system.
8. Monitor and troubleshoot campground online reservation system.
9. Review/approve camping refund requests
10. Participate in the Township Board's interview process of parks/recreation employees.
11. Conduct pre-season parks/recreation employee orientation and training.
12. Schedule completion of tasks listed on the opening and closing checklists for Whitewater Township Park and Hi Pray Park.
13. Develop parks/recreation employee work schedules.
14. Oversee parks/recreation employee duties and performance and report to the Personnel Director.
15. Recommend modifications to the park procedure manual.
16. Monitor (or delegate responsibility to monitor) park cell phone.
17. Resolve camper/boater/pavilion use issues not able to be resolved by park rangers.
18. Report needed repairs and maintenance at all township parks to the Park and Recreation Administrator.
19. Maintain a professional demeanor while representing the parks and the township.
20. Perform other duties as assigned by the Township Board.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____

Signature: _____