

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **SEASONAL PARKS AND RECREATION CLERK.**

DUTIES: See attached job description

QUALIFICATIONS: At least 18 years old. Valid Michigan Driver's License. Ability and knowledge to perform the duties and physical demands included in the job description.

HOURS: 40 (Forty) hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$ 16.56-18.63 per hour based on experience

This position is open until filled.

Applications for the position of **SEASONAL PARKS AND RECREATION CLERK** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY
JOB DESCRIPTION
SEASONAL PARKS AND RECREATION CLERK**

Title: Seasonal Parks and Recreation Clerk

Classification: Non-Union, Seasonal **Grade:** N/A

Department: Parks and Recreation

Reports to: Parks Manager

Supervised by: Parks Manager or its designee

Revision Date: Personnel **4/8/24 , Board approved 4/9/24**

GENERAL PURPOSE

This is a seasonal position with employment during the summer months. The seasonal park and recreation clerk is responsible to assist all registration, receptionist, and clerical duties at the front office. This is a 40 hour per week position. Weekend and Evening hours may be required.

SUPERVISION RECEIVED

Work is performed under the direction of the Parks Manager

SUPERVISION EXERCISE

There is no supervision exercised.

ESSENTIAL FUNCTIONS

- Greeting and welcoming guests.
- Manage the registration process –
 - Answer and handle all reservation calls.
 - Create, modify, and cancel reservations for guests.
 - Check guest into the campgrounds.
 - Collect and enters appropriate deposit for reservations.
 - Refund or transfer appropriate deposits for cancelled reservations.
- Sort and distribute mail – letters, packages, deliveries, etc.
- Distribute and issue slips to authorized guests.
- Provide guest with directions around the Campgrounds.
- Answer questions concerning the campground as well as local area.
- If necessary, address complaints and report problems to the Parks Manager, if unable to handle.
- Operate phone system: answer all calls and provide information and transfer calls handling outgoing, interoffice or incoming calls.
- Provide outstanding guest service at every opportunity.

- Promote a positive relationship with team members.
- Maintain a clean and safe work space.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computers, printers, credit card machines.
- Strong communication and people skills.
- Great organizational and multi-tasking abilities.
- Must be accurate and detailed oriented.
- Ability to problem solve
- Strong communication and people skills

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Must be at least eighteen years of age.
- Valid Michigan Driver's License

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.
- Requires the ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing, pushing and pulling.
- Requires the ability to sit, stand and walk and do repetitious tasks for an extended period of time.
- Requires the ability to frequently lift loads of up to fifty pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County of Delta is an Equal Opportunity Employer