

**R.V. PARK #2
MANAGER RESPONSIBILITIES
2012**

The Manager for the R.V. Park (#2) will be required for the summer months as directed by the Port Huron Township Park Commission.

This position will be posted at the beginning of each calendar year for all to apply.

The responsibilities include, but are not limited to:

1. Live in your RV on the site from approximately April 1st through October 31st. Reservations can be received starting April 1st, however, no one will be allowed to camp in the park until April 15th (weather permitting). This will allow the park managers 2 weeks pre-season to do their cleanup of grounds, get supplies organized and be ready to
2. Collect all park fees and make deposits with Port Huron Township Treasurer (1 - 3 times per week or as necessary and maintain records).
3. Make reservations.
4. Keep trash barrels emptied.
5. Keep restrooms, showers, activity room clean, including laundry area.
6. Monitor grounds and enforce park rules. All sites must be kept clean of trash. Final inspection prior to trailer/camper leaving site.
7. Attend all park Commission meetings during park season.
8. Maintain all equipment on schedule with DPW for routine maintenance (oil, grease job etc.), and any other necessary maintenance that needs to be done. Must keep log dates and times with DPW having a copy.
9. Maintain Park #1 by checking once daily, looking for and picking up trash. Check trash barrels and empty when necessary.
10. To oversee Memorial Park #3.
11. A \$25 fee for use of pavilions will be collected at the time pavilion is reserved.
12. Contact Carl or Vickie for picking up supplies or any other errands.

GROUND S FOR DISMISSAL OF PARK MANAGER

1. Drinking of alcohol between 7am - 6pm daily.
2. Use Township equipment (lawnmower, golf cart, etc.) under the influence of alcohol and/or drugs.
3. Use of profanity to visitors or campers (R.V. Park) in the parks.
4. Use of drugs, unless prescribed by a doctor.
5. Failure of turning in correct amount of money collected for park use or camping use.
6. Failure to maintain camp ground records for Park Board review.

The Park Commission may change all or part of these responsibilities as necessary.

For the following duties the Park Commission offers:

1. Free lot rent for R.V.
2. Free water, sewer, electric and local phone.
3. For the above duties the manager pay will be based on prior experience.
4. Park season: April 1st - October 31st for 2012 season.
5. Park Managers working prior to April 1st and after October 31st, " **MUST HAVE PRIOR APPROVAL BY BOARD.**"

MEMORIAL PARK #3 MANAGER RESPONSIBILITIES 2012

The Manager for Memorial Park (#3), will be required for the summer months as directed by the Port Huron Park Commission.

This position will be posted at the beginning of each calendar year for all to apply.

The responsibilities include, but are not limited to:

1. Live in your R.V. on the site from approximately April 15th to October 15th.
2. Keep trash barrels emptied.
3. Keep restrooms clean, checking hourly when high usage.
4. Monitor grounds and enforce park rules, being present at all pavilion rentals.
5. Attend all Park Commission meetings, during park season.
6. Do all minor repairs and work with Steve on larger repairs.
7. Raise and lower flag.
8. Open and close gate - dawn to dusk.
9. Drag and line ball diamonds as deemed necessary.
10. Light grooming around field/fences as necessary.
11. Cut grass around own trailer, restrooms and light grooming around ballfields and fencing.
12. Maintain all equipment on schedule with DPW for routine maintenance (oil, grease job, etc.), and any other necessary maintenance that needs to be done. Must keep log dates and time with DPW having copy.
13. Fill in at R.V. Park in emergency situations.
14. Prior approval is required for any time worked prior to April 1 and after October 31.
17. A \$25 fee for use of pavilions will be collected at the time pavilion is reserved.
18. Prior board approval will be needed for longer trips for supplies.
19. Contact Carl or Vickie for picking up supplies or any other errands.

GROUNDS FOR DISMISSAL OF PARK MANAGER

1. Drinking of alcohol between 7am - 6pm daily.
2. Use Township equipment (lawn mower, golf cart, etc.) under the influence of alcohol and/or drugs.
3. Use of profanity to visitors or campers (R.V. Park) in the parks.
4. Use of drugs, unless prescribed by a doctor.
5. Failure of turning in correct amount of money collected for park and/or camping use.

The Park Commission may change all or part of these responsibilities as necessary.

For the following duties the Park Commission offers the following:

1. Free lot rent for R.V.
2. Free water, sewer and electric and local phone.
3. For the above duties the manager pay will be based on prior experience.
4. Park season: April 1st through October 31st of same year.
5. Park Managers working prior to April 1st and after October 31st, " **MUST HAVE PRIOR APPROVAL BY BOARD.**"

**HOOVER SCHOOL PARK #6
MANAGER RESPONSIBILITIES
2012**

1. The Park Manager will be the representative of the Park Commission to the community.
This position will be posted at the beginning of each calendar year for all to apply.
2. Park Manager shall be present in the park two times each day or a deemed necessary to provide supervision as needed. These visits can be of any duration depending on need and circumstances and not on a routine bases.
3. Shall maintain the neat appearance of the park at all times.
4. Shall attend Park Commission meetings and keep the Park Commission abreast of conditions in park.
5. Shall report any problems to the chairman of the Park Commission as necessary and in a timely manner.
6. A \$25 fee for use of pavilions will be collected at the time pavilion is reserved.

GROUNDS FOR DISMISSAL FOR PARK MANAGER

1. Drinking of alcohol between 7am -6pm daily.
2. Use of Township equipment (lawn mower, golf cart, etc.), under the influence of alcohol and/or drugs.
3. Use of profanity to visitors in the parks.
4. Use of drugs, unless prescribed by a doctor.
5. Failure of turning in correct amount of money collected for park use.

The Park Commission may change all or part of these responsibilities as necessary.

For the above duties the manager pay will be based on prior experience.

If in compliance with the above, please sign and date below.

Date

Port Huron Township Park Commissioners:

Dave Barnum, Chairman Date

Harvey Stremler Date

Carolyn Crowe Date

Tim Sassanella Date

Malisse Whitmore Date