

# Port Huron Township

## Park Manager Trainee (Memorial Park)

**Position Title:** Park Manager Trainee

**Department:** Parks & Recreation

**Location:** Port Huron Township, Michigan

**Employment Type:** Part Time/ Seasonal

**Reports To:** Parks Manager / Port Huron Township Parks Commission

### Position Summary

Port Huron Township is seeking a motivated and energetic individual to join our Parks & Recreation team as a **Park Manager Trainee**. This developmental position provides hands-on experience in park operations, maintenance supervision, facility management, recreational programming, customer service, and public administration. Applicants should expect to start this position immediately.

The successful candidate will work closely with Parks Department leadership to learn the skills necessary for managing park facilities, coordinating recreational activities, and ensuring a safe and welcoming environment for residents and visitors.

### Essential Duties and Responsibilities:

- Assist in the daily operation and management of township parks and recreational facilities.
- Coordinate Park maintenance activities and facility inspections.
- Monitor grounds, equipment, and amenities to ensure safety and cleanliness.
- Respond to public inquiries, complaints, and service requests.
- Maintain records, reports, and inventories related to park operations.
- Ensure compliance with township policies and safety regulations.
- Perform other related duties as assigned.

### Minimum Qualifications

- Strong communication skills.
- Ability to work outdoors in varying weather conditions.
- Valid Michigan driver's license with a satisfactory driving record.
- Ability to lift to 50 pounds and perform physical work as required.

## **Preferred Qualifications**

- Experience in parks, recreation, landscaping, facilities maintenance.
- Knowledge of park maintenance equipment and safety procedures.

## **Application Process**

Interested candidates should submit:

1. Completed employment application

Applications will be accepted until the position is filled.

## **Equal Opportunity Employer**

Port Huron Township is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected classification.

### **Port Huron Township**

3800 Lapeer Road

Port Huron, MI 48060

Phone: (810) 987-6600