

MEMORIAL PARK #3 MANAGER RESPONSIBILITIES 2015

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 1st to October 31st. This will allow the park managers 2 weeks preseason to do their cleanup of grounds, order supplies and be organized prior to park opening.
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 1st and after October 31st.
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 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 of 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.