

SUMMER JOB OPPORTUNITIES — INGHAM COUNTY PARKS

Unless otherwise noted, these positions are at Burchfield, Rayner, Hawk Island, Lake Lansing Parks, the Hope Soccer Complex, Potter Park, or the Potter Park Zoo. The starting wage is \$8.02 per hour.

PARK RANGER

Rangers perform routine maintenance on park grounds, buildings and equipment, are responsible for enforcing park rules and regulations, and provide assistance to the public. May also perform light construction work. Park Rangers will be responsible for collecting daily parking fees. Must be able to handle money confidently and make change accurately.

NATURALIST

Will be responsible for the planning, development and supervision of children's day camp at Burchfield Park. Educational background in natural resources preferred. Must be at least 21 years of age. Starting wage is \$11.03 per hour.

BOAT RENTAL ATTENDANT

Responsible for operating a boat rental, including the collection of user fees, and pedal boat, rowboat and canoe maintenance. Also performs Ranger duties. Work locations: Burchfield Park, Lake Lansing Park-South, and Hawk Island County Park.

BOAT LAUNCH ATTENDANT

Responsible for collecting boat launching fees, assisting visitors, and regulating boat launch access at Lake Lansing Boat Launch. Will also perform Ranger duties.

SNACK BAR ATTENDANT

Responsible for the operation of food concessions. Duties include food preparation, selling food and drinks, collecting money and making change, cleaning concession area and areas surrounding concession building. Other duties may be assigned. Work locations: Lake Lansing Park-South and Hawk Island County Park.

VAN DRIVER / RENTAL ATTENDANT

Canoe Van Drivers/Rental Attendants are responsible for the weekend operation of the canoe rental facility at Burchfield Park, including collection of user fees, daily maintenance of canoes and van, and transporting canoe rental passengers by van to canoe launch sites. Will also perform Ranger duties. Must have an excellent driving record. Work Location: Burchfield Park.

ADMISSIONS SUPERVISOR

Will perform general office duties, including answering telephones, be well organized, detail oriented, and have cash register experience. Typing and computer skills required. Starting wage: \$11.03 per hour. Work Location: Potter Park Zoo.

PARKING & ADMISSIONS ATTENDANT

Responsible for collecting daily zoo admission and parking fees. Must be able to handle money confidently and make change accurately. Work Location: Potter Park Zoo.

ANIMAL CONTACT AREA ATTENDANT

Maintains the farmyard contact area and exhibits, ensures the animals are fed, and performs routine maintenance on zoo grounds. Must be able to communicate clearly and effectively with the public. Classes in animal science preferred. Work Location: Potter Park Zoo.

LIFEGUARD

Lifeguards are responsible for supervision of swimmers at lakefront beaches. Will also perform Ranger duties. Full-time and part-time temporary positions are available.

Must possess the following valid certifications with expirations no earlier than October 1, 2009: Lifeguard Certification, Waterfront Module preferred, CPR for the Professional or Community CPR (CPR classes will be conducted by the Parks Department in the spring.) Vision must be correctable to 20/20. Wage Rate: \$9.53 per hour

LIFEGUARD SUPERVISOR

Full time temporary positions. Will be responsible for beach front operations including supervision, training, and scheduling of lifeguard staff. Previous lifeguard experience is essential. Must meet lifeguard criteria specified above. LGI Certification also preferred. Proven ability in supervision is desirable. Will also perform Lifeguard and Ranger duties. Wage Rate: \$11.79 per hour

Lifeguard work locations: Burchfield Park, Lake Lansing Park-South, and Hawk Island County Park.



ACCOUNTING INTERN

Will perform revenue and ticket reconciliation with park employees, including distribution of tickets in the various parks, and general office duties/projects as assigned. Computer skills required. Must be able to work some weekend hours, have a valid driver's license, and dependable transportation. Work hours are approximately 30 hours per week May 1 through October. Starting wage is \$9.20 per hour. Work location: Mason Office and Parks.

PARK POLICE OFFICER

Officers patrol the county parks on foot and in patrol vehicles to enforce park rules and regulations and state statutes, and assist county park visitors. Must be 21 years of age, have successfully completed a State of Michigan approved Police Academy and be able to pass MCOLES certification requirements and meet the requirements for a Deputy Sheriff established by the Sheriff of Ingham County. Starting dates will vary between April 1st and May 1st. Employment is for 3 to 6 months. Starting wage rate: \$11.03 per hour.

GENERAL REQUIREMENTS

These are seasonal (not permanent) positions. Schedules can vary from part-time to 40 or more hours per week. Hours will vary with weather conditions. Work hours may be days, some evenings, and weekends. Must be able to communicate clearly and effectively with the public.

Employees perform routine maintenance on park grounds, buildings and equipment, are responsible for enforcing park rules/ regulations, and provide assistance to the public.

Employees must be physically able to walk various types of terrain, handle exposure to all types of weather, walk and stand for long periods, have the physical capacity to lift various weights in excess of 50 pounds, and communicate clearly and effectively with the public.

Depending on weather conditions, some positions start in April, others in May. Those hired are expected to work at least through the end of August. Vacations are not allowed. A number of Ranger positions continue into October.

Applicants must be 16 years of age or older, and be willing to work evenings, weekends, and holidays. Applicants under 18 years of age are subject to some restrictions based on state and federal regulations. All applicants must have a valid Michigan Driver's License and dependable transportation. An excellent driving record is preferred. Applicants must be able to pass a physical exam with a back exam and a TB test.



SUMMER JOB OPPORTUNITIES ARE AT THE FOLLOWING INGHAM COUNTY PARKS:

BURCHFIELD PARK

(formerly called Grand River Park)

Located near Holt, on Grovenburg Road, two miles south of Holt Road.

RAYNER PARK

Located in Mason, next to the Ingham County Fairgrounds.

LAKE LANSING PARK - SOUTH

Located in Haslett on the northeast corner of Marsh and Lake Lansing Roads.

LAKE LANSING PARK - NORTH

Located in Haslett, on Lake Drive, on the north side of Lake Lansing.

LAKE LANSING BOAT LAUNCH

Located across from Lake Lansing Park North.

HAWK ISLAND COUNTY PARK

Located in Lansing, on Cavanaugh Road between Pennsylvania Ave. and Aurelius Road.

KENNETH A. HOPE SOCCER COMPLEX

Located in Lansing on Aurelius Rd. just south of Jolly Rd.

POTTER PARK & THE POTTER PARK ZOO

Located on Pennsylvania Avenue in Lansing.

Applications can be downloaded
from our website:

www.inghamcountyparks.org

*Applications are also available in
our Mason office or by calling the
numbers below:*

INGHAM COUNTY PARKS

121 E. Maple Street, Suite 102

P.O. Box 178

Mason, MI 48854

from 8am-5pm

Monday through Friday

Phone (517) 676-2233

Parks Department

Employment Line:

(517) 676-8293

*Applications may also be
obtained from the:*

INGHAM COUNTY EMPLOYMENT OFFICE

5303 S. Cedar Street

Lansing, Michigan 48910

Phone (517) 887-4328

Apply on-line at

www.ingham.org/pe/jobs.htm



2009 SUMMER JOBS

INGHAM COUNTY
PARKS DEPARTMENT

*Located within a 12-mile radius of the
Lansing/East Lansing area*