



ANNOUNCING A SEASONAL OPENING FOR

CAMPGROUND ATTENDANT

Opportunity: The City of Petoskey is seeking qualified people to serve as seasonal Campground Attendants during the summer of 2016. This position offers a special opportunity for someone who is interested in a community service position that calls for basic knowledge of park maintenance and special facility operations. Internships are available.

Qualifications: (1) Minimum age = 18; (2) Basic knowledge of equipment and machinery; and (3) Ability to work well with the general public.

Duties: Responsibilities of the Campground Attendant include: (1) Participate with park personnel engaged in operating and maintaining Magnus Park; (2) Register campers, collect fees, and assign campsites; (3) Patrol park area to assure that all campers have permits, enforce park rules and regulations, respond to a variety of camper complaints and clean restrooms; (4) Balance and post receipts daily; (5) Participate in maintenance such as mowing and trimming grass, raking leaves, clearing trees and brush, and replacing damaged posts and signs; (6) Assist when necessary or repair projects; and (7) Other duties may be assigned.

Salary: \$8.90 - \$10.00/hour. Applicant must be willing to work evenings, weekends, and holidays as assigned.

Department Staff: Department of Parks and Recreation staff members include the Director, eight full-time staff, and approximately 30 seasonal employees who assist in providing year 'round recreation and sports programs.

Non-Discrimination: The City of Petoskey is an Equal Employment Opportunity Employer and pledged to non-discrimination in employment as required by law.

Inquiries: If this employment opportunity interests you, we invite you to submit your application. For further information, visit our website at www.petoskey.us/jobs or write:

City of Petoskey
Director of Parks and Recreation
101 East Lake Street
Petoskey, Michigan 49770
231/347-2500



ANNOUNCING A SEASONAL OPENING FOR

DOCK ATTENDANT

Opportunity: The City of Petoskey is seeking qualified people to serve as seasonal Dock Attendants during the summer of 2016. This position offers a special opportunity for someone who is interested in a community service position that calls for basic knowledge of marina maintenance and special facility operations. Internships are available.

Qualifications: (1) Minimum age = 18; (2) Basic knowledge of marina equipment and machinery; and (3) Ability to work well with the general public. (4) Must have a valid Michigan driver's license.

Duties: Principle duties of the Dock Attendant include: (1) Greet vessels entering the harbor and assist boaters in mooring vessels; (2) Register vessels and collect necessary fees; (3) Assist visitors by offering directions to local points of interest; (4) Maintain the docks and related facilities in a clean and orderly manner; (5) Enforcement of rules and regulations governing use of City docking facilities; (6) Safely fuel watercraft at fuel dock and provide sanitary pump-out services; (7) Balance and post daily receipts; and (8) Basic computer skills required.

Salary: \$8.90 - \$10.00/hour. Applicant must be willing to work evenings, weekends, and holidays as assigned.

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ANNOUNCING A SEASONAL OPENING FOR

D O W N T O W N G R O U N D S K E E P E R

Opportunity: The City of Petoskey is seeking qualified people to serve as seasonal Downtown Groundskeepers during the spring and summer of 2016. This position offers a special opportunity for someone who is interested in a community service position that calls for basic knowledge in landscape care and building maintenance.

Qualifications: Qualifications include: (1) Minimum age = 15; (2) Basic knowledge of landscape care and janitorial maintenance of buildings; (3) Ability to work and communicate well with the general public; and (4) Willingness to work weekends and holidays.

Duties: Responsibilities of the Downtown Groundskeeper include:
(1) Maintenance of landscape plantings including weeding, cultivating, trimming and watering; (2) Cleaning downtown streetscape, parks and parking lots which include litter control and sweeping sidewalks and curbs; (3) Janitorial cleaning of downtown restrooms; (4) Event setup and (5) Provide directional assistance to downtown visitors.

Salary: \$8.90 - \$10.00/hour depending upon experience. Applicant must be willing to work evenings, weekends, and holidays as assigned.

Department Staff: Department of Parks and Recreation staff members include the Director, eight full-time staff, and approximately 30 seasonal employees who assist in providing year 'round recreation and sports programs.

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ANNOUNCING A SEASONAL OPENING FOR

NIGHT PATROL RANGER

Opportunity. The City of Petoskey is seeking a qualified individual to serve as a full-time seasonal Night Patrol Ranger during the summer of 2016. This position offers a special opportunity for someone who is interested in the field of law enforcement and or parks and recreation. ***Internships are available.***

Qualifications. (1) Minimum age = 18; (2) Excellent driving record and valid Michigan driver's license; (3) Ability to pass background investigation; (4) Educational background in law enforcement or the natural resources field is desirable; (5) Michigan Law Enforcement Officers Training Council certifiability as police officer preferred; (6) Ability to follow oral and written instructions; and (7) Willingness to work with and serve public.

Duties. Principal duties include: (1) Performing periodic vehicular, bike and foot security patrols of the City waterfront, marina, downtown, bike trail, parks and campground, as well as other areas that might be assigned; (2) Providing friendly assistance to all visitors; (3) Enforcing park rules and regulations; (4) Assisting late arrival boaters and campers in docking or campsite set ups and collections of fees; and (5) Performing other duties as assigned, including facility maintenance.

Salary. \$9.00/hour depending upon experience. This seasonal position may include evenings, weekends, and holidays. A housing option may be available.

Community. With a population of 6,100 Petoskey is an established older community located on Lake Michigan's Little Traverse Bay approximately mid-way between the Straits of Mackinac and Traverse City. Known for its scenic beauty, Petoskey is in the heart of one of the Midwest's most popular four-season resort areas. Petoskey is the county seat of Emmet County and serves as a regional commercial, educational, cultural and medical center. Petoskey becomes a major resort and tourist destination area each summer.

Government. Petoskey is a home-rule City and has operated under the Council-Manager form of government since 1916. The City staff, consisting of 75 full-time employees, functions in a stable and non-political environment. City employment is determined solely on the basis of merit. As a general- purpose local government, the City is responsible for providing, in addition to parks and recreation, public safety (police and fire), public works (streets, water, wastewater treatment, electric distribution, and planning-zoning-code enforcement), and library programs.

Department Staff. Department of Parks and Recreation staff members include the Director, nine full-time staff, and approximately 30 part-time seasonal employees who assist in providing year 'round recreation and sports programs.

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ANNOUNCING A SEASONAL OPENING FOR

PARKS AND GROUNDS MAINTENANCE WORKER

Opportunity: The City of Petoskey is seeking qualified people to serve as seasonal Parks and Grounds Maintenance Workers during the summer of 2016. This position offers a special opportunity for someone who is interested in a community service position that calls for basic knowledge of park maintenance and special facility operations. Internships available.

Qualifications: (1) Minimum age = 18; (2) Basic knowledge of equipment and machinery; and (3) Ability to work well with the general public. (4) Must have a valid Michigan driver's license.

Duties: Responsibilities include: (1) Lawn mowing and trimming, raking leaves, clearing trees and brush; (2) Assist in the repair and maintenance of buildings, signs, posts, and fencing; (3) Clean restrooms; (4) Pick up litter and dump trash receptacles; (5) Maintenance of athletic fields; and (6) Assist in other duties as may be assigned.

Salary: \$8.90 - \$10.00/hour. Applicant must be willing to work evenings, weekends, and holidays as assigned.

Department Staff: Department of Parks and Recreation staff members include the Director, eight full-time staff, and approximately 30 seasonal employees who assist in providing year 'round recreation and sports programs.

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