



## Van Buren Parks 2020 Seasonal Employee Job Announcement

### **Gatehouse Staff – Seasonal**

#### **Van Buren Park**

Pay \$10.92/ hour

Season

May 25<sup>th</sup> – September 7<sup>th</sup>, 2020

The Gatehouse is staffed Wednesday through Sunday. The Gatehouse is also staffed the following Mondays: May 25<sup>th</sup> (Memorial Day), September 7<sup>th</sup> (Labor Day)

Employees need to be available to work shifts as early as 8 a.m. and late as 8 p.m. Gatehouse staff may work a variety of morning and afternoon shifts throughout the week. Shifts last 6-7 hours.

#### **Duties**

Gatehouse staff is responsible for selling park passes and answering basic park questions.

#### **Necessary Skills**

- Cashiering Experience – will be selling park passes and making change
- Able to use Excel Spreadsheets – we keep track of park passes and park patrons on a computer
- Organized – Keeps work station clean and orderly
- Self-Motivated – works mostly un-supervised, but is never alone in the park

#### **Qualifications**

- Must have a valid driver's license
- Must be 18 years old
- Must have cashiering experience

Please submit a cover letter, resume and application to:

[nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org).

The Charter Township of Van Buren is an equal opportunity employer