



Village of Stockbridge
Village of Stockbridge
P.O. Box 155, Stockbridge, MI 49285-0155
Office 517-851-7435
email: president@vosmi.org

Job Posting

Position: Village of Stockbridge Veteran's Park Wellness & Activities Coordinator

Date Posted: 4/24/24

Deadline: 5/15/24 or until filled

LOCATION: Veteran's Memorial Park, Stockbridge

HOURS: Averaging 10 hours/week, 15 weeks, mid-May through August, flexible

SALARY: Stipend of \$20/hour

REPORTS TO: Village Manager

QUALIFICATIONS: Bachelor's Degree in a related field preferred; experience working with youth and adults; good organizational and communication skills

RESPONSIBILITIES:

1. Become familiar with using all equipment and facilities in the park and be able to teach others.
2. Planning and carrying out activities using park facilities each week.
3. Develop and use a lending system for balls, paddles, and other park equipment.
4. Organize events using equipment and park facilities.
5. Schedule courts and classes as needed.
6. Produce advertising materials using all media types about the park's scheduled activities and the coordinator's availability.
7. Maintain a calendar of activities in the park.
8. Maintain sports equipment, order what's needed, distribute equipment, and keep an inventory.
9. Lock and unlock buildings as needed.

To apply, fill out an employment application at the Village office or download and complete an application from <https://villageofstockbridgemi.gov/employment-opportunities/>. Completed paper applications can be mailed to the Village of Stockbridge, P.O. Box 155, Stockbridge, MI 49285, emailed to president@vosmi.org, or dropped off at the Village office during office hours.