

<b>Position Title</b>	Recreation Associate
<b>Reports to</b>	Recreation Manager
<b>Position Type</b>	Part-time, Nonexempt-Seasonal

### Who We Are

Our Mission is providing a happy & safe environment where families & friends create a lifetime of memories. Sandy Pines is a seasonal member recreational community, RV resort & campground 30 miles southwest of Grand Rapids. The resort encompasses 813 acres with Lake Monterey, a 216-acre lake and an 18-hole golf course. There are 2,200 seasonal member sites including a 54-unit year-round condo complex, campsites, cabins, and seasonal park model rentals. Sandy Pines is committed to supporting, developing, and maintaining a quality Recreational Park benefiting its members, families, and their guests.

### Job Summary

Under the direction of the Recreation Manager, the Recreation Associate is responsible for assisting with various Recreation activities and events to ensure they are successful, fun, and safe for those in attendance. They will assist with enforcing rules and regulations of the Park, pools, events, and activities.

### Duties and Responsibilities

- Assist with activities and events including set-up, take-down, and operation.
- Enforce Park and activity rules and procedures.
- Supervise children during drop off permitted events and activities i.e., Kids Club, etc.
- Monitor and enforce pool and water park capacity rules.
- Take orders and prepare food following safe food handling procedures.
- Operate cash register.
- Ensure the Happy Shack and equipment are clean and sanitized.
- Respond to member concerns or questions.
- Ensure Happy Shack, pools, and other activity or event areas are clean; pick-up and dispose of garbage.
- All other duties as assigned.

### Qualifications

- Must be 15 years of age or older.
- First Aid Certification required.
- Ability to work a variety of hours including holidays, evenings, and weekends.
- Must be able to multitask and follow directions.
- Ability to remain respectful and professional.
- Ability to communicate effectively with members, guests, and coworkers.

### **Working conditions**

Fun team atmosphere with collaboration spanning many teams and groups within the Park. Fast paced environment in season (April-October). This position involves working in both indoor and outdoor environments in all weather conditions. It requires the employee to walk on uneven and various surface types throughout the day including, but not limited to, grass, dirt, pavement, cement, and tile.

### **Physical requirements**

Must be able to frequently walk, stand, and sit for long periods of time.

Must be able to frequently lift, push, pull, and move 25 lbs.

Must be able to occasionally lift, push, pull, and move 40 lbs.

Must be able to lift, push, pull, and move 25 lbs. or more repetitively.

Must be able to frequently bend, squat, reach, and twist.

### **EEO Statement**

Sandy Pines is an Equal Opportunity Employer. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.

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