

Earn COLLEGE CREDIT as a **PARK WORKER or RECREATION PROGRAM LEADER**



Students seeking a job wherein they can earn credit can apply to be a Park Worker at Independence Oaks, Orion Oaks or Springfield Oaks county parks OR a Recreation Program Leader based out of Waterford Oaks County Park by following these guidelines. Students pursuing these roles would be responsible for the duties of a Park Worker or Recreation Program Leader as assigned in addition to any school requirements. Duties for these roles may include:

PARK WORKER

Park Workers have park revenue responsibilities that include point-of-sale systems, cash handling, customer service, reservations and merchandise sales. Park maintenance responsibilities include park mowing, trash removal, tree maintenance, line trimming, custodial services and trail maintenance.

RECREATION PROGRAM LEADER

Recreation Program Leaders participate in the planning, implementation and evaluation of recreation programs such as special events, archery and mobile recreation, including the transportation, set up, maintenance and supervision of inflatables, climbing towers, ziplines and more. Provides positive customer service. Responds to customer concerns, complaints and emergencies individually and within large groups of people.

Interested students can follow these steps to apply:

1. Confirm with your advisor the requirements for your degree to earn college credit (ex. field work, internship, practicum or other credit-earning programs). In order to earn credit, students should confirm eligibility with their academic advisors *prior* to applying. Your advisor will inform you of requirements, including minimum hours, any special projects, research or other deliverables.
2. Email Recreation Program Coordinator, Jess Whatley: whatleyj@oakgov.com to discuss desired project topic(s) and work location(s) to verify availability/feasibility.
3. Click on the Job Title of the role you're interested in applying for, confirm minimum requirements and when ready, hit **APPLY**
4. When prompted, create an account and enter in all fields as completely as possible. Please note the following important steps:

A. **Education tab**— Fill out your education history as prompted and then create an additional education experience to denote interest in earning credit. Complete the *new* education field with the name of your school and the words "COLLEGE CREDIT APPLICATION" in all caps, which will look like: **School Name**
Oakland University - COLLEGE CREDIT APPLICATION

Fill in the remaining required fields with your school information (Type, Country, City, State, Degree) and leave rest of fields blank.

B. **Work tab**— If a position requires leadership experience, make sure you list any and all experience in your *work* tab, including instructing, coordinating, coaching, caregiving, babysitting, team leading, and/or organizing programs, activities, teams or groups of adults and/or children; OR involvement in a leadership capacity with organizations such as civic, philanthropic, school clubs, sports teams or volunteerism.

C. **Questions tab**— When asked for your preferred work location, make sure to *only* mark your preferred park for your preferred role:

	Independence Oaks <i>Clarkston</i>	Orion Oaks <i>Orion Township</i>	Springfield Oaks <i>Davisburg</i>	Waterford Oaks <i>Waterford</i>
Park Worker	√	√	√	
Recreation Program Leader				√

When all steps above are complete, submit application and allow 1-2 weeks for processing. If your application gets sent back and you feel it was in error or if you have any questions, please reach out to Jess Whatley for assistance.