



## JOB POSTING

### Part-time Lily Pad Springs Manager

West Bloomfield Parks is looking for candidates to fill seasonal Manager positions for our spray park. The spray park operates Memorial Day through Labor Day.

**JOB SUMMARY:** The Managers perform a variety of tasks in support of WB Parks' spray park. This position is responsible for pre/post season preparation and daily operations including staff interviewing and training, session entry into database software, roster management, staff reports, equipment and supply organization, tracking supply and wristband inventory and other supporting roles pertinent to Lily Pad Springs management. Works in close collaboration with the WB Parks department managers, Customer Service Representatives and facility maintenance staff. For a complete job description with primary duties and responsibilities go to [www.wbparks.org/employment](http://www.wbparks.org/employment).

**HOURS:** Seasonal, 20 - 30 hours per week in an office setting during March and April. An average of up to 32 hours per week, May-September, including holidays. An average shift starts as early as 8:30am and can be scheduled until 6:30pm. In the event of a private party a shift can be scheduled as late as 9pm. Mandatory orientation will be held in May.

**QUALIFICATIONS:** Must be 21 years or older; CPR, First Aid and AED certification preferred or obtain within two weeks of hire in date (we will provide). Must pass a criminal background check as well as Central Registry Clearance. Interpersonal skills to handle questions, complaints and concerns from the public and from employees in a professional manner. Cash handling experiences preferred.

**HOURLY RATE:** \$18 - \$19.50; bonus opportunity at the end of season.

**START DATE:** Approximately February 23, 2026.

**TO APPLY:** To be considered for this position, please submit a completed application and resume.

Human Resources, West Bloomfield Parks and Recreation  
Commission 4640 Walnut Lake Road  
West Bloomfield, MI 48323  
[hr@wbparks.org](mailto:hr@wbparks.org)

*Blank applications are available at West Bloomfield Parks. Download a copy online at [www.wbparks.org](http://www.wbparks.org).*



Recreation Activities Center  
4640 Walnut Lake Road  
West Bloomfield, MI 48323



[www.wbparks.org](http://www.wbparks.org)



[info@wbparks.org](mailto:info@wbparks.org)



248.451.1900



### **Job Description**

**Job Title:** Lily Pad Springs Manager

**Department:** Recreation

**FLSA Status:** Non-

**Exempt Pay Grade:**

Seasonal D

### **Position Description Summary:**

Lily Pad Springs managers oversee the pre/post season and daily operations of the Lily Pad Springs spray park. This position is responsible for session entry into database software, roster management, writing staff reports, equipment and supply organization, tracking supply and wristband inventory and other supporting roles in regard to Lily Pad Springs management. Works in close collaboration with the Recreation Supervisor and Parks Facility Manager, Customer Service Representatives (CSRs) and facility maintenance staff.

Work is performed with some degree of latitude for independent judgement and action, under the direction of the Recreation Supervisor. Duties will include office and off-site work.

**Working Hours:** All pre-season work is done in an office setting March and April, 15-30 hours per week and can be a very flexible schedule. Managers will have scheduled training with Assistant Managers. Managers will also assist in leading a mandatory orientation weekend, the Saturday and Sunday before Memorial Day, that is required for all Lily Pad Springs staff.

During the Lily Pad Springs season, Managers will typically work three days or evenings during the week. Managers will work two weekends per month and at least two out of the four holidays.

Shifts may start as early as 8:30am and/or end at 9pm. Some evenings or special event shifts may be required. Weather can play a part in the number of hours each week. Must be available for up to 32 hours per week. Average of 20-32 hours per week from Memorial Day weekend to Labor Day weekend. Managers will be required to work an additional one or two weeks after Labor Day to wrap up all operations. The season will wrap up mid/late September.

### **Essential Function(s) of the Position:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.*

- Must be 21 or older.
- Manages the daily operation of Lily Pad Springs.
- Assists in interviewing, training and supervising up to twelve Lily Pad Springs attendants and four Lily Pad Springs Assistant Managers.
- Coordinates orientation and staff training, including end-of-the-season notes/wrap-up with staff.
- Creates and manages the weekly staff schedule.
- Coordinates with facility managers to complete all pre-opening requirements such as supply ordering, inspections, testing and paperwork.
- Observes behavior of all patrons and staff by patrolling the pad; communicate facility's policies, rules and procedures, in a friendly and controlled manner to promote a positive and safe experience for all visiting patrons.
- Completes daily logs.
- Coordinates daily deposits and reporting.
- Conduct daily mini staff meetings.
- Manages staff shift changes and is able to delegate responsibility to Assistant Managers.
- Assigns tasks for staff to complete during periods of low activity.
- Communicates any staffing accolades or challenges to supervisor.
- Check and record water chemical checks throughout the day. Ensure the facility is ready at opening and secured at closing.
- Assists in minor maintenance, cleaning and daily upkeep of the facility.
- Ensure the safety and well-being of Lily Pad Springs users; ensure decisions are made in the best interest of patrons and the West Bloomfield Parks and Recreation Commission.
- Oversee the use of Lily Pad Springs equipment and supplies.
- Ensures proper sanitation protocol is followed when blood, vomit or fecal is found on the pad.
- Ensures incident reports are neatly completed with accurate and objective information.
- Execute the Emergency Action Plan, alert administration and/or EMS personnel when necessary.
- Provide recommendations in regard to Lily Pad Springs user trends and funnels customer feedback to administrators.
- Maintains positive and proactive communication with users, park staff and customer service staff.
- Resolves minor problems and arranges for support as needed.
- Adheres to the Commission guidelines, policies and procedures.
- Other duties as assigned.

#### **Education/Experience/Licenses/Certificates:**

- High school diploma or equivalent or will have within one month of the hire date.
- Staff management experience preferred.
- Some related facility management, customer service or park patron admission/experience preferred.
- Able to type quickly and accurately.
- Cash handling experience.

- Basic knowledge of registration software.
- First Aid and CPR Certification within two weeks of hire in date.
- Valid State of Michigan Driver's License.

**Knowledge, Skills and Abilities:**

- Possess basic math skills and have the ability to work a cash register/cash drawer, as well as a credit card machine.
- Ability to work with large crowds in an outdoor environment.
- Ability to supervise and motivate staff; organized and acts as a role model for all staff.
- Willingness to learn and execute pool mechanical and sanitation operations.
- Ability to respond to emergencies and distress situations quickly and effectively.
- Ability to withstand exposure to chemicals commonly used in swimming pool environment and working outdoors.
- Strong communication skills.
- Ability to express ideas clearly and concisely.
- Ability to multi-task and work in a fast-paced environment.
- Good organizational skills with emphasis on detail.
- Interpersonal skills to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to take the lead in handling customer requests and to furnish information to the general public.
- Ability to maintain excellent customer service skills.
- Ability to work independently, as well as with a team.
- Ability to exercise mature judgment & initiative in analyzing programs and recommending solutions.
- Be productive, courteous, flexible, resourceful and creative as well as have effective people skills.
- Ability to operate various pieces of office equipment including copier, printer and laminator.
- Must be professional in appearance.

**Equipment, Machinery, Tools and Vehicles Used:**

Office equipment includes computer, credit card machine, hand blower, broom, power washer, and a Toro work cart.

**Physical Demands:**

This position is a balance of working an office position, therefore must be able to stand for long periods of time at a teller window workstation, processing admission to the facility. The remaining time will be spent monitoring the splash pad so must be able to stand for periods of time and withstand the outdoors for some periods of time, in all-weather elements. Must be able to lift 50 pounds.

**Working Conditions:**

Must be able to work in a fast-paced environment and able to meet various deadlines. Must be able to work with the public, including young children and comfortable with patrons with special needs, throughout the duration of your shift.

**Benefits:**

This position is ineligible for all benefits, including participation in the 401a. Managers who work the actual holiday will be eligible for time and a half pay.

**Reporting Relationships:**

A person in this position will report to the Recreation Supervisor.

*I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director Signature*

\_\_\_\_\_  
*Date*

*This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.*