



Announcement No. 25-026

July 24, 2025

## **HICKORY HILLS MANAGER PARKS & RECREATION DIVISION**

The Hickory Hills Manager is responsible for the year-round management of the Hickory Hills Ski and Recreation Area, overseeing all operations including winter sports, summer recreation, facility rentals, events, maintenance, and staff supervision. This position ensures compliance with safety standards, manages budgets and capital improvements, coordinates with partner organizations, and maintains accurate records of operations and usage. The role requires a high level of organizational, leadership, and communication skills to support a dynamic and multi-use public recreation facility. The position involves irregular hours, including evenings, weekends, and holidays, based on seasonal demands and scheduled events. Work is performed under the direct supervision of the Parks and Recreation Director. Mandatory availability is expected, 24 hours a day to respond to emergency calls.

The expected hiring range is \$71,776.03 - \$79,579.36 DOE (the full salary range is \$71,776.03 – \$94,515.32). Amazing benefits package includes the following: Defined benefit pension & deferred 457 (City gives 4% automatically + matches up to 6%, contribute 6% of your own, get 10% from the City). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **Education, Training and Experience:**

- ✓ Associate's degree or equivalent technical training in Parks & Recreation, Ski Area Management, or a related field. Bachelor's degree preferred.
- ✓ Five (5) years of relevant experience in Parks & Recreation, Ski Area Management, or a related field.
- ✓ Experience in snowmaking, snow grooming, rope tows, rentals, retail, and food and beverage operations.
- ✓ Experience in event planning and coordination, including weddings, gatherings, meetings, and other public or private events.

#### **Licensing and Other Requirements:**

- ✓ A valid Michigan driver's license is required.
- ✓ Mandatory availability is expected, 24 hours a day to respond to emergency calls.
- ✓ Ability to work irregular hours, including evenings, weekends, and holidays, based on seasonal demands and scheduled events.
- ✓ Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of hire.

#### **Knowledge of:**

- ✓ Thorough knowledge of the practices, methods and equipment used in Ski Hill Operations and Maintenance, and Event Management.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov). Application can be found at

[www.traversecitymi.gov/jobs/](http://www.traversecitymi.gov/jobs/)

*Traverse City is an Equal Opportunity Employer*