



Position Title: Park Director – Richfield Heritage Preserve
Closing Date – August 15, 2020

JOB DESCRIPTION

Status: Salaried/Exempt Salary

Reports to: Chair of RJRD Board

Direct Reports: Volunteer Coordinator (1), Seasonal employee (1)

Salary: up to \$56,000 (firm) commensurate with experience

Benefits: Medical

Paid Time Off:

- Vacation: 2 weeks or commensurate with experience (3 weeks with 5 years of experience). Increases to 3 weeks after 5 years of service.
- Sick/Personal: Accrual of 4.62 hours per biweekly pay period

Overall purpose of this position:

- Responsible for the safe and efficient operation of the park.
- Direct and manage park areas and staff.
- Provide supervision and training to all part-time staff, Volunteers and maintenance.

Qualifications:

Specific knowledge, training, or skills for this position.

Education – Bachelor’s degree or comparable experience, in park management, natural resource management, outdoor recreation, public administration, or non-profit management in a related field.

Experience – Three to five years of progressively responsible park or park-related facility operation and management. Demonstrated applied knowledge of park and facility management required. A candidate will be selected based on experience in the following areas: revenue and grant experience, master and/or strategic planning, construction project and bidding process, and ability to lead and supervise.

Major activities to be performed to carry out the purpose of the position as described above:

- A. Identification of revenue opportunities
- B. Provide professional leadership and direction. Recruit, hire, train, and evaluates staff and volunteers
- C. Assist the RJRD Board of Trustees in the strategic planning process
- D. Attend RJRD Board Meetings and other park-related meetings as needed
- E. Plan and coordinates activities and events; Work with park partners to enrich the park experience

- F. Participate in the development and monitoring of annual budget
- G. Coordinate with civic and youth organizations; supervise volunteers, community service workers, Scouts
- H. Represent and promote the Park at public events. Serve as liaison with local community officials and partners
- I. Establish and monitor safety and risk management programs
- J. Perform regular inspections of park areas and facilities
- K. Advise RJD Chair of Trustees of major park area activities, issues and problems
- L. Investigate and resolve visitor complaints
- M. Review and monitor Permits and Special Use Permits
- N. Respond to a wide range of potential public operational or maintenance emergencies
- O. Other duties, as assigned

Other Qualifications:

- Basic knowledge of mechanical items and maintenance
- Supervisory and conflict resolution skills
- Written and oral communication skills; presentation skills
- Computer skills; word processing, spreadsheets
- Interpersonal skills: demonstrated ability to establish and maintain effective working relationships with all types of people
- Problem solving and decision making skills
- Demonstrated organizational skills and time management skills
- General planning, budgeting, purchasing and accounting skills
- Physical agility to perform required duties

Credentials/Licenses/Certifications:

- Valid driver's license with clear driving record. Acquire and maintain (at the Districts expense) CPR/AED and first aid certifications for the professional rescuer required. Certified Park and Recreation Professional (CPRP) is preferred

Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds.
- The employee must be able to work in adverse weather conditions