



Position Title: Park Director – Richfield Heritage Preserve

JOB DESCRIPTION

Direct Reports: Volunteer Coordinator (1), Seasonal employee (1)
Status: Salaried/Exempt Salary
Paid Time Off: 80 Hours
Reports to: Chair of RJRD Board
Salary range of \$40,000 to \$48,000
Closing date of March 3, 2020

Job Content:

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.

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

- Identification of revenue opportunities.
- Provide professional leadership and direction. Recruit, hire, train, evaluate staff and volunteers.
- Assist the RJRD Board of Trustees in the planning process.
- Plan and coordinate activities and events. Work with park partners to enrich the park experience.
- Participate in the development and monitoring of annual budget.
- Coordinate with civic and youth organizations; supervise volunteers, community service workers, scouts.
- Represent and promote the Park at public events. Serve as liaison with local community officials and partners.
- Establish and monitor safety and risk management programs.
- Perform regular inspections of park areas and facilities.
- Advise RJRD Chair of Trustees of major park area activities, issues and problems.
- Investigate and resolve visitor complaints.
- Review and monitor Permits and Special Use Permits.

- Respond to a wide range of potential public operational or maintenance emergencies.
- Other duties, as assigned.

Qualifications:

- Specific knowledge, training, skills or certifications for this position.

Education/Experience:

- Bachelor's degree or related field or comparable experience, in park management, natural resource management, outdoor recreation, or related field.
- Three to five years of progressively responsible park operation and management.
- Demonstrated applied knowledge of park and facilities management required.

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.

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.

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.