



Position Title: Park Director – Richfield Heritage Preserve
Closing Date – Open Until Filled

JOB DESCRIPTION

Status: Full-time, Exempt position
Reports to: Chair of RJRD Board
Direct Reports: Seasonal Maintenance, Administrative Coordinator, Volunteer Coordinator
Salary: Up to \$56,000, commensurate with experience
Benefits: Health Insurance Reimbursement - \$500 monthly allowance (amount may be converted into salary if insurance is not desired)

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
- Holiday Leave: 12 paid holidays

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 part-time staff, and volunteers

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 Parks and Recreation 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. Provide professional leadership and direction. Recruit, hire, train, and evaluate staff and volunteers
- B. Lead the RJRD Board of Trustees in the planning and implementation of the strategic planning process

- C. Attend RJRD Board Meetings and other park-related meetings as needed
- D. Plan and coordinate activities and events; Work with park partners and civic organizations to enrich the park experience
- E. Participate in the development and monitoring of annual budget
- F. Identification of revenue opportunities
- G. Represent and promote the Park at community events. Serve as liaison and leader with Richfield officials and partners.
- H. Establish and monitor safety and risk management programs
- I. Perform regular inspections of park areas and facilities
- J. Advise RJRD Chair of Trustees of major park area activities, issues and problems
- K. Investigate and resolve visitor complaints
- L. Review and monitor Permits and Special Use Permits
- M. Respond to a wide range of potential public operational or maintenance emergencies
- N. 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

Credentials/Licenses/Certifications:

- Valid driver's license with clear driving record. Acquire and maintain (at District's 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, one 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

To apply: Send cover letter and resume with letters of reference to office@rjrd.org. This is an immediate opening and will close when the position is filled.

The Richfield Joint Recreation District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.