

Employment Opportunity

Park Resource Manager - Lake George Regional Park

Canaan / Skowhegan, Maine

1. **Year-round position, full time (40 hours/week including holiday, weekend shifts)**
2. **Outdoor “office” within the Park boundaries, with a strong supervisory component.**
3. **Duties include resource management, day to day operations of park, park maintenance, park policy enforcement, shared volunteer coordination role, and public relations, event management and facilitation.**

Reports to: Director

Purpose: To assist the Director in implementing the policies and carrying out the plans of the board, according to the mission for Lake George Regional Park.

General Description of Duties:

Resource Management- Responsible for managing day to day operations of the park, supervising, orienting, and scheduling park interns, tracking and submitting labor related paperwork, and supporting park activities and programming. Assist the Director in prioritizing and developing long-range capital and program plans. Demonstrate working knowledge of the park budget, and assume assigned management of select aspects of the operating budget.

Park Maintenance- Responsible for identifying and participating in needed repairs and improvements to trails, park grounds and facilities, ensuring standards for safety and maintenance are met, and guiding volunteers or contractors involved in maintenance activities.

Public Relations- Responsible for ensuring pleasant and positive interactions with park users, volunteers and interns; and working with Park Administrator to prepare and support special events, park use activities and board-approved programming. Participate in assigned committees as requested.

Project Management-Manage, facilitate, and promote assigned events, programs, volunteer coordination, and related analysis.

Please send your resume and cover letter to infolgrp@gmail.com or via US mail to PO Box 896, Skowhegan, ME 04976.