



Park Stewardship Manager

Job Title: Park Stewardship Manager

This position is part-time seasonal. Work hours during the summer are 40 hours per week. It requires times outside of daily operation such as: pre-season preparation and hiring, morning and/or evenings, holidays, and other tasks to meet the Commission's needs.

Job Description: The Park Stewardship Manager is responsible to manage the park patrol and caretaker services provided in our parks. Hires, schedules, and supervises park patrol (including bike patrol) and caretaker staff. Maintains the safety and cleanliness in our parks and facilities. Works with East Stroudsburg Borough, Stroudsburg Borough, and Stroud Township staff as necessary.

This position requires lifting 25 pounds or more, sitting, standing, and walking outdoors (in different weather conditions) for multiple hours.

This position is exempt and not eligible for overtime. The Park Stewardship Manager reports to and is accountable to the Executive Director.

Work Activities:

- Maintains the safety and cleanliness in our parks and facilities
- Continuously patrols all parks, facilities, and SROSRC programs/events
- Complies with and enforces Commission and Municipality rules, regulations, and policies including internal management controls
- Sets an example for positive relationships with the community and park users
- Communicates maintenance needs to appropriate municipal staff and the Executive Director; Works with municipal staff on maintenance procedures and emergency protocols
- Performs emergency procedures when necessary; Coordinates with the Stroud Area Regional Police Department and local EMS as needed
- Demonstrates positive leadership and works well with all staff
- Maintains inventory of supplies, completes purchase orders, and submits to the Executive Director for approval; responsible for local pick-up of supplies
- Communicates with the management team and Executive Director on special events, daily operations, closings, and other needs
- Works with Greenway and Park Stewardship Committee
- Works with and develops productive relationships with stewardship volunteers and workforce development partners

Supervision

- Conducts staff interviews and provides recommendation for hire to the Executive Director
- Prepares, distributes, and posts weekly staff schedules listing all staff on duty; the master schedule to be prepared in advance for the duration of the summer season
- Directs and assigns staff on daily cleanup and maintenance tasks for caretakers
- Directs and assigns staff on opening and closing procedures, and other duties as needed
- Plans and leads staff orientation, meetings, and trainings
- Assist staff with issues or concerns that arise; de-escalate situations
- Reviews, approves, and submits staff timesheets to the SROSRC office
- Enforces disciplinary action consistent with SROSRC Employee Policy manual
- Completes employee evaluations and submits to the Executive Director

Qualifications, Experiences, and Expectations:

- Minimum of three years supervising staff
- Previous experience working in security or related field
- Provide friendly customer service
- Ability to diffuse escalating situations
- Ability to work well with others and work collaboratively
- Completes tasks assigned by the Executive Director in a timely manner

Clearance Required:

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check http://www.pa.cogentid.com/index_dpwNew.htm (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certification (training will be available)