FIVE RIVERS METROPARKS invites applications for the position of:

Director of Outdoor Connections

SALARY:
$25.45 - $42.08 Hourly
$52,936.00 - $87,526.40 Annually

OPENING DATE:
06/20/13

CLOSING DATE:
Continuous

POSITION DESCRIPTION:
The Director of Outdoor Connections is responsible for leading, planning, and implementing public engagement efforts that support Five Rivers MetroParks' mission through environmental education, outdoor recreation, community sustainability, and entertainment. This position oversees the development and delivery of opportunities to the public that focus on advocacy, outreach, programs, and events.

DUTIES/RESPONSIBILITIES:
Primary responsibilities of this position include:

Establishing the department's overall strategy, goals, and programming to meet the needs of the public in support of the agency's mission and goals.

Planning, directing, and coordinating department activities, recommending staff for hiring and termination, evaluating, developing, managing, and disciplining staff, and developing and maintaining the department's organizational structure.

Developing and overseeing the department budget, monitoring expenditures, preparing and evaluating reports, and maintaining recordkeeping in compliance with agency policies and procedures.
Overseeing department businesses and products, developing and implementing business and product plans in collaboration with the Marketing and Business/Finance Departments, and leading attainment of cost recovery goals.

Working with the Marketing Director to inform, align, and execute marketing strategies and campaigns in the department.

Building relationships and partnerships in the community and the profession to build advocacy and further the agency's mission.

Providing presentations to the Board of Park Commissioners regarding department activities and accomplishments.

Developing and providing presentations that promote Five Rivers MetroParks to community organizations and businesses.

Working with MetroParks department directors and staff to plan and implement the development of recreational and educational facilities and amenities.

Working with the Director of Development to identify and implement fund development opportunities.

Establishing department policies and procedures to ensure safety, efficiency, and effectiveness.

Working with the Volunteer Services Department to build the capacity and effectiveness of MetroParks volunteers in support of the department.

Working with the MetroParks leadership team to develop and implement agency strategy and policy.

Overseeing administrative reporting and recordkeeping in compliance with agency policies and procedures.

Completing other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A four year college degree in environmental education, outdoor education, parks and recreation management, or a related area is required. A minimum
of five years of supervisory experience in the parks and recreation industry, or a related field, is also required. An equivalent combination of education and experience will be considered if a candidate does not have a four year degree. A valid driver's license, that is insurable by Five Rivers MetroParks' insurance carrier, is also required. Microsoft Office (Word, Excel, PowerPoint, and Outlook) proficiency is preferred, along with a Parks and Recreation Professional certification (CPRP).

**ADDITIONAL INFORMATION:**

Candidates must successfully complete a background check and drug screening test prior to employment.

Candidates must apply for the position by visiting: [http://www.metroparks.org/AboutUs/Careers.aspx](http://www.metroparks.org/AboutUs/Careers.aspx)

Five Rivers MetroParks is an EEO/AA employer that values diversity in the workplace.

*Discover 50 Years of Five Rivers MetroParks. Visit [www.metroparks.org/history](http://www.metroparks.org/history) to celebrate with us.*