

POSITION DESCRIPTION

PARK MANAGER

CHINA CAMP STATE PARK

OPERATED BY FRIENDS OF CHINA CAMP, INC.

The Park Manager must have strong organizational skills, good communications skills and enjoy being in a park. In this position you will work with staff, volunteers and outside agencies to coordinate and prioritize maintenance activities.

Primary Functions

- This is a full-time position with flexible hours.
- Reports to the Executive Director of FOCC.
- Provides leadership and oversight to Park Aides by prioritizing and communicating maintenance tasks.
- Provides leadership and coordinates park work for FOCC maintenance volunteers, campground hosts and maintenance host.
- Assumes the lead in all maintenance and non-administrative operational activities; manages outside contractors in coordination with the FOCC E.D.
- Works with the regulatory agencies to ensure that FOCC remains in compliance with annual testing of the gas tank, backflow prevention devices, etc. and hazardous materials inventory.
- Adheres to California State Park standards and requirements.
- Communicates with FOCC staff and volunteers via email, phone, text as appropriate.
- Chairs the maintenance committee.
- Acts as an ambassador to park visitors and models the FOCC core values.
- Assists with opening/closing the park and fee collections.
- Creates and maintains the park aides' monthly schedule.

Essential Skills

- Excellent organizational skills, including the ability to track, prioritize and resolve maintenance and operational issues.
- Computer skills including email, spreadsheets, Google Drive
- Work hour flexibility, i.e. ability to respond to urgent issues at off hours and adjusting future scheduled hours accordingly. Living near the park is desired.
- Excellent communication skills, both verbal and written.
- Good team building skills
- Ability to handle multiple priorities and manage multiple projects within deadlines.
- This person must take initiative, be resourceful, responsive, and extremely organized.
- Resource management experience - people, equipment, and budget management.

The Park Manager position starts with a FT salary of \$60,000/yr. plus Workers' Compensation. To that, we offer a monthly contribution of up to \$200 to help offset the premium of whatever health insurance you or your family may have. We have a professional development budget so that employees may shore up or expand their skill sets.