

Seneca Parks - Position Description

TITLE: Park Activities Manager

PROGRAM: Education / Outreach

Title of Supervisor: Executive Director	Exempt: Non-Exempt: X
Work Schedule: Varies, 40 hours per week	Status: Full-time

POSITION SUMMARY:

Coordinate, plan, develop, and implement creative and innovative educational and recreational programs, events, services, and related marketing. Provide oversight on various recreational and educational projects in the parks.

POSITIONS SUPERVISED (may include):

- Naturalist(s)
- Program Assistant(s)
- Intern(s)
- Other applicable employees/volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate, plan, develop, market, and present creative and innovative passive recreational, natural and cultural heritage interpretive programs, and events for both the general public and target audiences while working in tandem with the Naturalist/Preschool Coordinator.
- Contribute articles and text as requested, including but not limited to newsletters, internet media, and interpretive and recreational signage, and brochures.
- Respond to inquiries from public and provide appropriate information.
- Work with the Administrative Team in planning design of parks for the development of passive recreational opportunities, events, programming, and general use.
- Coordinate the implementation of park projects as assigned by the Executive Director.
- Operate and maintain Environmental Education Department and recreational equipment and transport as needed.
- Maintain, order, and pick up supplies.
- Lead and assist with special events and recreational activities (e.g. kayak programming, archery program, seasonal events, etc.)
- Represent park district at various park and community events.
- Assist Naturalist/Preschool Coordinator with scheduling and planning of community outreach programs and events.
- Lead the park volunteer program, scheduling volunteer opportunities and projects (in coordination with other staff).
- Train and work with volunteers on various projects in park locations.
- Network with other professionals and organizations. Pursue professional development opportunities to maintain and expand knowledge and skill base.
- Write grant proposals for specific project funding.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate extensive knowledge of Ohio flora and fauna, and local history.
- Familiarity with non-native species.
- Ability to operate Park District equipment including vehicles, recreational equipment, media equipment, camera, communications equipment, projectors, and computer.
- Must either possess required certifications prior to employment or be eligible to be certified and maintain all certifications for the job upon employment.
- Possess and maintain valid Ohio driver's license, personal auto insurance, and ability to be insured under park insurance policy.
- Proficient in use of computers and related equipment. Familiar with Windows OS and Microsoft Office programs.
- Demonstrated interpersonal skills: Ability to effectively relate to all types of people.
- Ability to work weekends, evenings, and holidays.

ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear.
- The employee frequently is required to use hands and fingers, handle or feel and is required to reach with hands and arms.
- The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell.
- The employee must regularly lift and /or move up to 25 pounds and may occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces.
- The employee may be exposed to animal and/or human body fluids.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- Associate or Bachelor's Degree with study in appropriate disciplines such as ecology, biology, natural history, environmental science, environmental education, interpretive education, or an appropriate combination of education and experience in related natural science disciplines.
- 1-3 experience as a naturalist or environmental educator, preferably with natural area park system.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of Seneca Parks and its constituents, as well as possess and demonstrate an appreciation of the philosophy and objectives of Seneca Parks.

The employee:

- is responsible to maintain confidentiality; follow chain of command; work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; demonstrate trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce and resolve conflict; and, to provide accurate and timely record keeping and reports as required by the position;
- is responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position;

- is required to travel, within and/or beyond the county;
- is responsible to attend meetings and training programs related to the position held;
- is responsible to obtain and/or maintain valid certification, licensure or registration as required by this position;
- must demonstrate regular and predictable attendance.

Seneca Parks promotes a non-hostile and non-discrimination work environment. Employees must adhere to respectful conduct and language at all times. It is expected that all employees follow Seneca Parks' policies, procedures, rules and regulations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date

Approved 1/13/2026