

Position Title: Director

Organization: Orcas Island Park and Recreation District (OIPRD)

Reports To: OIPRD Board of Commissioners

Salary Range: \$85,000 - \$110,000 annual salary range, DOE

Please submit resumes to debj@oiprd.org by 09/06/2024.

Successful candidates will demonstrate the ability to:

- Manage all aspects of OIPRD's recreational programs, facilities and interact positively with the general public, partner organizations and public officials.
- Understand and oversee facility and grounds maintenance and work effectively with subcontractors.
- Create and operate within the annual budgets and work strategically through six year funding cycles.
- Write reports, correspondence, press releases, budgets, policies and grants as needed.
- Work with Excel, QuickBooks, Word and graphics design software. Experience with EDEN and Active Net software is a plus.
- Oversee existing staff. Recruit, train and oversee part-time seasonal assistants and volunteers as needed.
- Understand and adhere to laws and regulations governing junior taxing districts in accordance with RCW 36.69.
- Work cohesively with the Board of Commissioners and prepare/present monthly financial reports, identify & propose solutions for challenging issues as directed and steward progress towards stated organizational goals.

A flexible, self-starting, motivated person who enjoys multi-faceted work both in and outdoors, with occasional weekend work, is likely to find this position rewarding. A person who derives satisfaction from a job well done, is consistent, reliable, with good attention to detail and has great follow through.

The job requires adherence to existing and established office protocols to assure accurate financial reporting, timely processing of claims, and collection, storage and updating of required contracts, records and waivers in accordance with state and county law.

Excellent people skills are essential. This position involves dealing in a professional manner with various members of the public, including children, adults, seniors, government officials, employees, and volunteers. Peaceful conflict resolution skills and the ability to maintain harmonious working relationships with others are a must.

QUALIFICATIONS: A Bachelor's of Arts or Sciences Degree is preferred. Extra consideration will be given to any credentials or experience relating to managing parks and recreation programs and public

or business administration. An equivalent combination of education and experience, which clearly provides the skills, knowledge and abilities to perform the essential functions of the position, may be considered as a suitable substitute.

LICENSES and/or CERTIFICATIONS: A valid Washington State ID or Driver's license and personal transportation will be required, as will a thorough background check. As a condition of employment, employees will be required to sign a drug-free workplace agreement and an agreement not to use tobacco products on the job.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: Must be able to carry 25 lbs. and be able to visit sites where programs are occurring. This job also requires the ability to handle the emotional stress of balancing multiple duties and regular contact with the public.