

PARK COORDINATOR

DEFINITION

Under the general supervision, coordinate the activities of and work with the Friends of Schumacher Farm Park; serve as liaison between the Friends, the Parks Department and the Schumacher Farm Trust Fund. Perform maintenance duties at the park related to Friends and other volunteer activities. Raise funds and increase community support and awareness of the Friends group. Perform related work as required.

EXAMPLES OF DUTIES

With the Friends of Schumacher Farm, create and implement an annual work plan to meet the goal of historic restoration. Coordinate work plan with the Parks Department and the Schumacher Farm Trust. Create, submit and manage an annual budget. Write grants for continued funding. Facilitate volunteer projects such as the Heirloom Garden, Antique Farm Implement Museum, and annual special events such as the Ice Cream Social and Fall Harvest Festival. Provide guidance and support to the Friends group. Advocate for Schumacher Farm Park within the Department and the community. Staff Friends group meetings and attend the Parks Department meetings and Trust meetings..

EMPLOYMENT STANDARDS

Experience and Education: Experience in volunteer work management or development on non-profit groups or supervision of conservation related projects and post-high school education in a natural resources field. Prefer a bachelor's degree in resource management, historic restoration or a related field.

Knowledges and Abilities: Ability to organize and coordinate people and projects. Knowledge of basic principles of historic restoration, resource management, conservation and outdoor recreation. Knowledge and skills of group dynamics and organization. The ability to communicate to large groups and experience in public speaking.

Special Requirements: Must have a valid Wisconsin driver's license and access to reliable personal motor vehicle transportation.