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| rowe01bw | Town of RoweFRANKLIN COUNTYMASSACHUSETTS01367*Settled as Myrifield 1763 ▪ Incorporated as Rowe 1785* | 321 Zoar RoadPO Box 462Rowe, Massachusetts 01367[www.rowe-ma.gov](http://www.townofrowe.org)email: parkmanager@rowe-ma.gov Ph: 413-339-5520 x-110Alt Ph: 413-339-8554PARK COMMISSION |

**Job Opportunity: Park Manager – Town of Rowe** August 27, 2024

**Location:** Pelham Lake Park, Rowe, MA

**Position:** Full-Time, Year-Round

**Salary:** Starting at $25-$30/hour

**Benefits:** Position is a benefitted position with optional health, dental, and life insurance. Also vacation, sick and personal day benefits.

*Application Deadline September 20th, 2024.*

**Overview:**

The Town of Rowe is seeking a dynamic and experienced Park Manager to oversee the operations of Pelham Lake Park, a 1,331-acre property featuring diverse recreational amenities. This role demands a proficient leader who excels in managing administrative responsibilities and performing hands-on manual maintenance of the park and its trails. The ideal candidate will bring a strong passion for park management and exceptional organizational abilities to sustain this vital community resource.

**Key Responsibilities:**

* **Administrative Tasks:** Develop work schedules, assist with budget planning and management, research and assist with grant writing, and prepare articles and reports for monthly town newsletter and Park Commission meetings.
* **Operational Oversight:** Manage day-to-day park operations, including maintenance of trails and facilities, summer staff supervision, and oversee programs and activities.
* **Trail Management:** Design, construct, and maintain trails with a focus on sustainability and erosion control. Ensure trails are safe and well-maintained.
* **Forest Stewardship:** Protect the function of the forest ecosystem through forest management and climate resiliency projects.
* **Safety and Compliance:** Enforce Park rules and policies. Ensure a safe environment for wildlife, staff, and visitors. Supervise swimming areas and manage watercraft operations.
* **Community Relations:** Build and maintain positive relationships with residents, guests, and town officials. Address emergencies promptly and effectively.

**Qualifications:**

* Bachelors’ degree in Park or Wildlife Management, Environmental Science, Forest Conservation, Forestry, or other related field. In lieu of college degree, 3-5 years of related work experience may be substituted.
* Proven ability to manage park operations, including scheduling, budgeting, and project coordination.
* Strong interpersonal and leadership skills, with the ability to work independently and make informed decisions.
* Proficiency in Excel and other computer software for administrative functions.
* Expertise in trail maintenance and general carpentry skills. Knowledge of safe operation of park machinery.

**Work Environment:**

* Full-time position (40 hours per week) with flexible hours to accommodate weekends, special events, and evening meetings.

**How to Apply:**

Interested candidates should submit a resume and cover letter to the Rowe Park Commissioners at roweparkcommission@gmail.com detailing their relevant experience and qualifications. References from previous places of employment suggested.

For a full description of the Park Manager position, please visit the Town of Rowe, Pelham Lake Park website at <https://rowe-ma.gov/f/0/78/>.

**Be a key part of enhancing and preserving Pelham Lake Park for the community of Rowe. We look forward to your application!**