



**POSITION TITLE:** Park Coordinator

**REPORTS TO:** Trails and Parks Manager

**STATUS:** Exempt, Full-time March 1-October 31

**SALARY:** \$20/hr

**CLOSING DATE:** please apply by January 12th at noon, Open until filled

## **ABOUT PRICKLY PEAR LAND TRUST**

Prickly Pear Land Trust (PPLT) is a nationally accredited, regional land trust in Montana whose mission is to connect people to the land. Headquartered in Helena, Montana, and serving a four-county region, PPLT operates three main programs: Trails, Lands, and Community Conservation.

PPLT is a group of dedicated, passionate, ethical, and solutions-focused individuals. Human connections and relationships are at the core of their work and success. PPLT staff and leadership have built a Happy Trails culture that embodies: health, inclusivity, sustainability, connection, and fun!

## **POSITION DESCRIPTION**

The Parks Coordinator is responsible for leading PPLT's on-the-ground park program. Coordinating and planning park projects, and volunteer outreach and management. The job entails maintenance of recreational facilities at Tenmile Creek, The Grove, and Prickly Pear Creek Parks, in addition to working with agency partners.

A note to candidates: Studies have shown that women, nonbinary folks, and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. PPLT is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. PPLT strongly encourages you to apply.

## **RESPONSIBILITIES**

- Maintain and manage recreational infrastructure at PPLT's parks  
Including fencing, decomposed granite trail repair and maintenance, weed spraying, managing contractors, and, sanitation
- Maintain and develop park maintenance standards and equipment
- Be one of the faces of PPLT's community conservation program
- Assist the Trail Coordinator, and, Trails and Parks Manager when needed
- Coordinate with agency partners, and, Trails and Parks Manager on future planning
- Manage and identify equipment inventory and needs
- Perform trail and signage inspection of the parks
- In conjunction with the Trails and Parks Manager, serve as PPLT's liaison to the public and agency partners
- Coordinate volunteer park projects throughout the season
- Manage trail volunteer tracking system
- Attend bi-weekly staff meetings and board meetings as needed
- Abide by PPLT Code of Ethics

## **MINIMUM QUALIFICATIONS**

- Passion for the outdoors and conservation
- Bachelor's degree or equivalent work experience, nontraditional experience is welcome
- Experience in a related field or position
- Adaptability and flexibility with changing priorities and conditions

## **ADDITIONAL JOB INFORMATION**

- This position requires some evening and weekend work time
- Flexible time requirements November 1 to March 30, negotiable winter season

## **BENEFITS INCLUDE**

- Competitive Compensation
- Health Insurance and Health Savings Account contributions
- Simple IRA retirement contributions after 6 months of employment
- Paid Time Off: 20 days per year + 10 paid holidays
- Eligible for a 3-month sabbatical after 5 years of continuous employment
- Collaborative work environment

## **TO APPLY**

- Send a cover letter and resume to Trails and Parks Manager, [tim@pricklypearlt.org](mailto:tim@pricklypearlt.org)
- Applications are due January 12, 2023 at noon
- The position will be open until filled