

**Fair Grove District Park Board**

P.O. Box 107

Fair Grove, Mo. 65648-0107

**Job Title:** Park Director  
**Job Classification:** Part-time  
**Salary:** \$16,000 per year, **NO BENEFITS**  
**FLSA Status:** Non-Exempt

**Primary Purpose:**

Assist the Park Board in implementing the policies of the park as established by the Board. Researching and writing grants for the park. Planning for the park, which include, but not limited to, working with Master planner on developing the park. Develop future park leagues and programs.

**Supervision:**

Under the general supervision of the Fair Grove Park Board.  
Responsible for attending regular monthly Park Board meetings and reporting directly to the Park Board.

**Description Of Work:**

Essential Functions:

1. Attend Monthly Board Meetings.
2. Develop future leagues and programs.
3. Advertise for the recreation department.
4. Work with a Master planner on developing the park.
5. Research and write grants for the park.
6. Maintain current and future park events
7. Prepare, process, and maintain records, and files.
8. Performs office administration tasks such as but not limited to copying, filing scanning, faxing.
9. Utilizes appropriate computer software applications such as word processing, spreadsheet and accounting software.

**Other Functions:**

1. Maintain an excellent relationship with park board members, city council members, police department, sports recreation director and athletic facilities caretaker.
2. Keep Fair Grove District Park Board informed of essential issues.

Provides input when purchasing equipment and supplies.

3. Ensures that the established priorities of the Park Board are carried out to the best of your ability in a timely manner.

4. Keep a ledger of time worked and what was done for the purpose of annual reviews and adjustments can be made to hours and pay accordingly by the Fair Grove District Park Board.

**Qualifications:**

1. Must have a valid Missouri Drivers License

2. Experience is preferred but not a must in parks and recreation

3. Must be a creative problem solver with a progressive approach.

4. Knowledge of modern office practices; modern bookkeeping principles; computer software applications including, but not limited to, word processing, and spreadsheets.

**Hours:**

1. This is a part-time position working a minimum of 20 hours per week.

2. Job will require various hours per week depending upon the time of the year.