

## Job Vacancy Announcement

Job Title: Regional Parks Planner

Employer: Pottstown Area Regional Recreation Commission (PARRC)

Office Location: Schuylkill River Greenways headquarters in Pottstown, Pennsylvania

Job Summary: Looking to hire a self-motivated, results-oriented, experienced professional for a full-time position to provide leadership, guidance, and coordination of parks, recreation, trails, and open space projects and programs for the seven municipalities of the PARRC and the Pottstown region as a whole. This is administrative work of a highly technical nature involving the direction and implementation of multiple activities and the monitoring of all phases of park and trail capital project planning, design, and construction. Work includes preparing grant applications, administering grant awards for park and trail improvement and acquisition projects, and providing municipal technical assistance for parks and recreation planning, policy, operations, and programming. Work is performed with considerable independence.

Education and Experience Qualifications: A Bachelor's degree from an accredited college or university with a major in Landscape Architecture, Parks and Recreation Administration, Planning, Public Administration, or a related field is required. Possession of a related professional license or professional certification is strongly preferred. A minimum of five (5) years of experience in public sector parks, trails, and open space capital development projects, successful grant writing, project construction management, and the operation of public parks and recreation areas, facilities, and programs is required. Capability with software programs such as MS Word, Excel, PowerPoint, Outlook, and Adobe Design Suite is required. Skill with ArcGIS, ArcView, AutoCAD, and Sketch Up is a plus. Possession of the Certified Playground Safety Inspector credential (CPSI) is a plus. If not currently held, it must be obtained after hiring.

Salary: \$73,156 with full benefit package.

Job description and job profile are available at PARRC.net.

To Apply: Send a letter of interest, resume, and contact information for three professional references to: [parrcommittee@gmail.com](mailto:parrcommittee@gmail.com). Applications only accepted electronically. Deadline for applications is March 1, 2021 at 5 p.m.