Lake McMurtry Friends, Inc.

**Job Announcement:**

Park Manager

Lake McMurtry Friends (LMF), Inc. is seeking to hire a full-time Park Manager for Lake McMurtry Natural Resource and Recreation Area in Stillwater, Oklahoma.

**Position Purpose**

This position assures a self-maintained park facility through the efforts of a properly supervised and trained staff. Provides excellent park visitor service and promotes usage through positive community relations and developing local partnerships. The position assumes the principles of natural resource protection and environmental education as part of park operations.

**Job Function**

* Assists Executive Director in developing financial information and operational requirements to plan, prepare and manage the park’s operational budget and activities.
* Oversees facility maintenance and maintenance staff.
* Coordinates management of seasonal personnel.
* Maintains records, prepares reports, and composes correspondence relative to the work.
* Directs park patrol activities to detect any rules violations or the existence of hazardous conditions.
* Prepares plans, specification, contract documents and cost estimates for projects, programs, and equipment.
* Monitors work to make sure that it is being completed according to schedule and with appropriate quality; makes appropriate scheduling revisions given changing priorities.
* Supervises all phases of management, including concession/reservation operation, safety, sanitation, equipment, utilities, enforcement of rules, and service to the public.
* Assists in the planning and coordination of special events and projects.
* Acts as a representative of the park to public and private organizations in the area.

**Qualifications**

* A Bachelor’s Degree in a relevant field and 3-5 years of experience.
* Self-motivated starter who can work with minimal supervision.
* Excellent interpersonal, written and oral communication skills.
* Experience in coordinating and administering multiple projects simultaneously.
* Must have excellent computer skills, including use of Word, PowerPoint, and the ability to learn other software as required by the position.
* Must have ability to organize work, set priorities, meet critical deadlines, and follow-up assignments.
* A valid and current driver’s license is required, as well as a good driving record. The applicant must have reliable transportation.
* General knowledge of construction methods as well as tool and equipment operation.

Applicants must agree to a comprehensive back ground check and drug test if required. Salary is commensurate with experience and is contingent on available funding. Position will begin as soon as filled. Applications are due May 30th, 2015 or until the position filled.

To apply, please send a cover letter, resume and three references to:

Attn: Dan Lowrance, Executive Director

Lake McMurtry Friends, Inc.

P.O. Box 1058

Stillwater, OK 74076

You may also email your application to dan@lakemcmurtry.com. No walk-in applications or phone inquiries will be accepted. If you have questions, please email to the address listed above.