



## **Foundation Park Supervisor / Administrator**

### **Centralia Foundation**

**Contact Name:** Jake Junghanel

**Contact E-mail:** [jake@centraliafoundation.com](mailto:jake@centraliafoundation.com)

**Contact Phone:** 618-532-7424

**Closing Date:**

**Salary:** \$50,000+, Salary commensurate with experience

#### **Description:**

##### **Centralia Foundation**

The Centralia Foundation <https://centraliafoundation.com>, a community based non-profit, seeks a Park Supervisor / Administrator to oversee the daily operations and programming of Foundation Park <https://www.centraliafoundationpark.com>. This role involves supervising staff, managing budgets, coordinating community events, and collaborating closely with Foundation board and staff.

#### **Responsibilities:**

##### **Park Supervision:**

- **Maintain and develop Foundation Park:**
  - Ensure the park remains clean, safe, and inviting for all visitors.
  - Oversee landscaping, groundskeeping, and general maintenance.
  - Contribute to the planning and execution of park improvements and upgrades.
- **Supervise staff and interns:**
  - Manage a team of maintenance personnel, assigning tasks and monitoring performance.
  - Recruit, train, and supervise interns, providing valuable learning experiences.
- **Maintain equipment:**
  - Inventory and oversee the maintenance of park equipment, including tools, vehicles, and recreational facilities.
  - Ensure equipment is in good working order and address any repair needs.

##### **Administration:**

- **Program year-round community events:**
  - Collaborate with Foundation staff and community partners to plan and execute a diverse range of events in Foundation Park throughout the year.
  - This includes festivals, concerts, educational programs, and seasonal celebrations.
- **Produce annual budgets:**
  - Develop and manage the park's annual operating budget.
  - Collaborate with Foundation staff to track expenses, identify cost-saving measures, and seek funding opportunities.

#### **Qualifications:**

- Experience in park, farm or forest management.
- Knowledge of arboriculture, horticulture and wildlife management.
- Supervisory experience and strong leadership skills.
- Excellent organizational and administrative skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Passion for community engagement and creating vibrant public spaces.
- Experience with budget management is a plus.

**Compensation and Benefits:**

- Competitive salary and benefits commensurate with experience and qualifications.

**To Apply:**

Submit your resume, cover letter, and references to Jake Junghanel, [jake@centraliafoundation.com](mailto:jake@centraliafoundation.com). Applications will be reviewed on a rolling basis.

**Centralia Foundation is an equal opportunity employer and encourages candidates from all backgrounds to apply.**