



## **LEGACY GREENSCAPES**

### **PROGRAM COORDINATOR – JOB ANNOUNCEMENT**

Legacy Greenscapes, Inc. (LG) manages Clark County's newest park, Legacy Grove, to ensure people can enjoy clean, safe, and beautiful parks. LG is committed to ensuring the region has public parks that raise the quality of life of our communities. Parks offer a space for people to play, exercise, imagine and connect with neighbors. Legacy Grove is an inclusive 31-acre park with features for people of all ages and abilities. The park continues the healing mission of the community hospital located on the site from 1967 to 2012.

Legacy Greenscapes, Inc. is seeking a self-motivated, proactive Program Coordinator for a leadership position with the organization that includes planning, organizing, implementing, and promoting programs and events for Legacy Grove Park. Work includes a variety of professional, administrative, and physical duties. Must be willing and able to work flexible hours, weekends, holidays, and evenings as needed. The position will report directly to the Legacy Greenscapes Executive Director.

#### Essential duties and responsibilities

- Research, develop, and implement recreation and education programs to meet the community's needs.
- Assist in program development through working with partner organizations and independent contractors.
- Plans and coordinates programs, special events, projects, and activities involving volunteers and special interest groups.
- Develop and maintain positive public relations with an emphasis on customer service.
- Establish and maintain effective working relationships with various stakeholders, including park users, park volunteers, community groups and leaders, and the general public.
- Demonstrate an awareness and appreciation of the cultural diversity of the community and incorporate inclusive strategies into programs and events.
- Identify resource needs, monitor programs and activities, and recommend and implement modifications to programs as necessary.
- Responsible for inspecting, assessing, and maintaining parks and park amenities for cleanliness and safety.
- Responsible for the implementation of policies and procedures related to safety and risk management.
- Provide professional guidance and oversight of Americorps members, interns, and other park staff as directed.

### Administrative responsibilities

- Promote activities, programs, and special events to the community and region; prepare marketing materials, including flyers, news releases, advertising, and announcements.
- Maintain the organization's social media page(s) with up-to-date links, content, events, and announcements and assist with website development.
- Assist in establishing and maintaining a volunteer program, database, and retention plan for volunteers.
- Regular communication and outreach with volunteers and community groups.
- Prepare regular written materials/communication such as monthly, quarterly, and annual newsletters and reports.
- Assist in the development of park capital improvements and long-term planning.
- Participate in the preparation and administration of assigned budgets.

### Minimum requirements

- Bachelor's degree.
- Polite, respectful, and professional.
- Fair, trustworthy, sound reasoning skills, strong work ethic, and pro-active.
- Able to work independently with minimal supervision.
- Able to present ideas and recommendations clearly and concisely, both verbally and in writing.
- Ability to plan and direct work activities, manage time efficiently, and set priorities.
- Knowledge of environmental principles, methods of open space management, and public program management is preferred.
- Demonstrated proficiency in software programs, including marketing and communications programs, Google programs, and smartphone/tablet applications.
- Ability to walk several miles on uneven ground, improved and unimproved surfaces; demonstrated ability to use basic hand tools.
- Ability to work inside and outside, with exposure to varying weather conditions and extreme cold and heat.
- Potential candidates must submit a background check.

### Salary and benefits

- Competitive salary and benefits package. Salary range \$35,000 - \$40,000 based on experience and education.

**To apply, please follow the instructions as listed on the Legacy Greenscapes website, Get Involved/Careers page: <https://legacygreenscapes.org/get-involved/careers/>**