

# **CORKERY COMMUNITY ASSOCIATION**

## ***Position Description*** **Park Administrator**

### **Duties and Responsibilities**

Under the general direction of the CCA Board of Directors, the Park Manager is responsible for the use and maintenance of all property of the CCA and for the oversight of building and park maintenance and use. Duties associated with this position include but are not limited to:

- oversee day to day building and park conditions and coordinate their maintenance with officials of the City of Ottawa.
- schedule park usage to avoid conflicts, and open or make accessible the equipment and facilities used by the CCA or rented to outside organizations.
- oversee or undertake general maintenance of equipment owned or used by the CCA.
- general public contact for park concerns and questions.
- arranging for regular cutting of grass, fertilizer applications and general park maintenance.
- arrange for ice making for the outdoor skating rink.
- undertake or oversee park cleaning and removal of garbage.
- attend regular Board meetings once a month.
- perform such other duties as may be determined by the Board.

### **Knowledge and Abilities**

Candidates for the position of Park Manager should have the following basic knowledge and abilities:

- time management abilities.
- the ability to identify requirements and arrange for their fulfillment.
- the ability to deal effectively with municipal officials, suppliers, elected officials, board members and the general public.
- the ability to analyze problems and present viable options.
- the ability to negotiate effectively.

### **Commitment**

This position requires, on average, a time commitment of two hours per week.