



PARKS AND FACILITIES COORDINATOR

Queensbury Parks & Recreation has an opening for a Parks & Facilities Coordinator. This position is full-time with a work schedule of 8:00 a.m. – 4:30 p.m. Seasonal schedule changes may require evening and weekend hours as necessary, to prepare for tournaments and special events.

Salary Range: \$61,500- \$64,500 Contingent on experience.

DISTINGUISHING FEATURES OF THE CLASS: The Parks & Facilities Coordinator position involves responsibility for scheduling and overseeing park and facility operations, ensuring safety compliance, managing vendor contracts, and coordinating recreational events. The role requires interaction with the public, community organizations, and recreation-related agencies to promote facility use and engagement. The position also involves inspecting and maintaining park facilities, ensuring visitor safety, and supervising part-time and seasonal staff as needed.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages rentals and reservations for recreation programs and park facilities, ensuring proper supervision and smooth operations.

Reviews and approves rental requests, overseeing event setup and takedown.

Conducts monthly safety and facility inspections to ensure compliance with OSHA and PESH standards.

Coordinates with the Town Safety Officer for quarterly safety inspections and regular walk-throughs.

Oversees vendor-related maintenance projects, including contract compliance, purchase orders, and cost-saving research.

Acts as a liaison for local mountain bike groups to maintain safe and well-kept trails.

Engages with park visitors through patrols, providing education on park rules and regulations.

Responds to public safety complaints and coordinates necessary repairs or corrective actions.

Recruits, trains, and supervises subordinate staff and volunteers.

Assists in the development of maintenance policies and conducts training sessions on facility maintenance and safety.

Participates in department meetings, conferences, and training as assigned.

Performs additional duties as directed by the Director of Parks & Recreation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Knowledge of planning, organizing, supervising, and evaluating park facility operations.

Strong understanding of visitor management principles and recreation facility operations.

Ability to work effectively with the public, community organizations, and other agencies.

Ability to coordinate maintenance projects, manage vendors, and ensure compliance with safety regulations.

Strong organizational skills and ability to establish priorities.

Physical ability to perform moderate labor, including lifting, carrying, pushing, or pulling as needed.

MINIMUM QUALIFICATIONS:

A) Bachelor's degree in Recreation and Park Administration, Leisure Studies, or a related field; or

B) Associate's degree in Recreation and Park Administration, Leisure Studies, or a related field, and two (2) years of administrative or supervisory experience in parks and recreation; or





Queensbury
PARKS & RECREATION

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C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of administrative or supervisory experience in parks and recreation.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Interested applications should submit a resume and cover letter to Director Jennifer France at 742 Bay Road, Queensbury, NY 12804 or jenniferb@queensbury.net by April 30, 2025.

