



## **JOB ANNOUNCEMENT - PARK & TRAIL MAINTENANCE TECHNICIAN MONTOUR AREA RECREATION COMMISSION**

### **MONTOUR AREA RECREATION COMMISSION (MARC) OVERVIEW**

The Montour Area Recreation Commission (MARC) was created in 2005 by an Intergovernmental Agreement of Cooperation between Montour County, Washingtonville Borough, Riverside Borough and the Danville Area School District. The Borough of Danville has since joined the organization. MARC is incorporated in Pennsylvania under 15 Pa C.S., Section 5306, as a Domestic Nonprofit Corporation; MARC is not a 501(c)(3) organization. More information is available online at [www.MontourRec.com](http://www.MontourRec.com).

### **VISION STATEMENT**

The Montour Area Recreation Commission will make and promote Montour County, PA as a healthy and desirable place to live, work and play.

### **MISSION STATEMENT**

The mission of the Montour Area Recreation Commission shall be to:

1. (BUILD AND MAINTAIN) Improve the quality and quantity of outdoor recreational opportunities in and around Montour County, PA
2. (PARTNER) Collaborate with volunteers and public and private partners to create, maintain and promote an interconnected network of trails, parks, natural areas and other green spaces
3. (PROMOTE) Promote the economic, natural and cultural resources of our community
4. (FUND) Create an endowed funding source for the long-term operations of the Montour Area Recreation Commission and the stewardship of Montour County's outdoor recreational resources
5. (ASSIST) Serve as a clearinghouse for information, technical and planning assistance related to outdoor recreation in and around Montour County

### **JOB DESCRIPTION OVERVIEW**

MARC's Park and Trail Maintenance Technician shall assist MARC's Director and Assistant Director with organizational operations at the Montour Preserve and other properties managed by the organization, including: the Hess Recreation Area, East Branch Recreation Area, Hopewell Park/Danville Borough Farm Mountain Bike Trail System, River Drive Trailhead / River Access and the North Branch Canal Trail. Job duties shall include:

- Park and trail maintenance, to include:
  - Facility cleaning
  - Trash removal
  - Facility repair
  - Trail construction and maintenance
  - Vegetation management
- Race, special event and program operation
- Other duties as might be assigned by MARC's Director



## **JOB QUALIFICATIONS**

### **MANDATORY**

- Demonstrated experience with tasks as set forth in Job Description Overview
- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Proficient in the use of power tools including, but not limited to: chain saw, hedge trimmer, weed trimmer, circular saw, small tractors and vehicles with trailers
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Valid driver's license with a safe driving record and access to a personal vehicle
- Must be available to work evenings and weekends when needed

### **PREFERRED**

- Demonstrated experience with facility management, to include basic carpentry, plumbing and electrical system repair
- Demonstrated experience with trail construction and maintenance

### **OTHER**

MARC's Park and Trail Maintenance Technician must be willing/able to operate under the following conditions:

- provide his/her own vehicle; MARC will reimburse mileage when vehicle use is required for special events
- operate on an extremely flexible schedule, including evenings, weekends and other times as might be needed

## **COMPENSATION**

MARC's Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 5 – 10 hours/week, though may be as many as 30 hours/week during large special events. Hours worked each day can be tailored to suit the needs of the successful applicant.

It is estimated the Park and Trail Maintenance Technician will earn approximately \$10,000/year, but this may vary significantly based upon MARC's ability to secure grants and other funding. MARC makes no guarantee of a minimum annual compensation. Compensation will be as follows:

- Compensation will start at \$10 - \$18/hour, depending upon qualifications and relevant experience; compensation will be reevaluated after six months of employment
- No benefits
- No paid vacation



Montour Area Recreation Commission  
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### **POSITION START DATE**

This position is expected to begin February 9, 2016.

### **TO APPLY/APPLICATION DEADLINE**

Send resume' and cover letter to Bob Stoudt, MARC Director, at [RStoudt@MontourRec.com](mailto:RStoudt@MontourRec.com) by 12:00pm EST on Friday, January 22, 2016. Other forms of submission will not be accepted.

### **EQUAL OPPORTUNITY EMPLOYER**

The Montour Area Recreation Commission is an equal opportunity employer. We shall consider applicants for all positions without regard to race, color, religion, national origin, age, sex, sexual orientation, disability, marital status or veteran status.