

## **JOB ANNOUNCEMENT**

### **MONTOUR AREA RECREATION COMMISSION**

### **SEASONAL PARK & TRAIL MAINTENANCE TECHNICIAN**

#### **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 Seasonal Park and Trail Maintenance Technician shall primarily assist MARC's staff with operations at the Montour Preserve, but shall also assist as needed at 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
  - Park and trail maintenance
- Race, special event and program operation
- Other duties as might be assigned by MARC staff

## **JOB DURATION**

MARC's Seasonal Park and Trail Maintenance Technician position shall begin on or around April 24, 2017 and shall end on October 13, 2017. In the event the successful candidate proves to be particularly well-qualified, MARC may, at its discretion, offer continued part-time employment beyond the anticipated end date of this position.

MARC operates under the principle of at-will employment. MARC reserves the right to terminate employment at any time should employees fail to perform job duties as required.

## **JOB QUALIFICATIONS**

- Demonstrated ability to work well with others
- Demonstrated ability to work independently with minimal supervision
- Ability to work outdoors in all weather conditions and lift 75 pounds
- Ability to safely use hand tools and small machines
- Valid driver's license with a safe driving record and access to a personal vehicle
- Must be available to work evenings and weekends

## **COMPENSATION**

MARC's Seasonal Park and Trail Maintenance Technician will be a part-time hourly employee. Hours are expected to average 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.

Compensation will be as follows:

- Compensation will start at \$10 - \$16/hour, depending upon qualifications and experience
- No benefits
- No paid vacation or holidays
- Overtime compensation will be paid at a rate of 1.5 times normal compensation for all hours worked in excess of 40 hours in any given calendar week

## **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, March 31, 2017. Other forms of submission will not be accepted.

## **EQUAL OPPORTUNITY EMPLOYER**

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

## **AMERICANS WITH DISABILITIES ACT (ADA)**

MARC shall comply with applicable provisions of the Americans with Disabilities Act (ADA). MARC is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary, unless an undue burden would result.