



East Bay   
Regional Park District

*Healthy Parks Healthy People*

# Chief of Interpretive and Recreation Services



## ■ THE DISTRICT

The East Bay Regional Park District (EBRPD) contains 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within its 125,000 acres, making it the largest regional Park District in the United States. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks reach across two counties, which include 33 urban cities.

Located on the eastern side of the San Francisco Bay, the East Bay quality of life offers open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has drawn many of the region's most innovative companies, workers, and students from around the world, thus creating many economic opportunities. The Park District works to ensure a healthy and thriving ecosystem that protects wildlife and habitat by adapting to the changing climate by restoring wetlands, repairing levees, thinning trees, monitoring algae blooms, and building park facilities.

The Park District is dedicated to honoring the rich history and diversity of this community through leadership and a workforce that reflects the community it serves. The EBRPD is a result of decades of hard work by innumerable citizen activists, elected district directors, general managers, district employees, environmental organizations, public officials, volunteers, and taxpayers who have collaborated to ensure that residents in the region have access to a system of magnificent regional parklands.

The Park District has a mission to preserve a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the Park District in all its activities.

## ■ GOVERNANCE

The Park District is governed by a seven-member elected Board of Directors. The Directors select the Board President and other Board Officers to serve a one-year term. Each Director represents a specific geographic area of the Park District known as a ward. The Park District itself comprises all of Alameda and Contra Costa counties representing 2.8 million residents. Bi-monthly public Board meetings and monthly committee meetings are conducted to transparently discuss policies and conduct Park District business.

## ■ THE POSITION

Under general direction, this position provides direction and overall management to the community outreach program and the Regional Managers that oversee the Park District's naturalists, outdoor recreation, volunteer and community services programs and other services available to Park District parks users. The **Chief of Interpretive and Recreation Services** represents the Park District with external agencies, elected officials, and various public and private groups. This position performs highly complex professional assistance in support of the Park's District Executive Team and Board of Directors in the delivery of interpretive and recreational services.







### Essential functions include, but are not limited to the following:

- Directs subordinate staff in the prioritization and assignment of work for functional areas of the Park District's nationally recognized environmental education programs and outdoor recreational skills programs in a timely fashion and within budget in support of the Park District's mission and vision.
- Serves as a senior manager; directly supervising subordinate managers and supervisors in the related areas of environmental education/interpretation, water skills and outdoor recreation.
- Establishes goals and objectives, and assesses the variety and quality of available services and programs, making adjustments as needed.
- Key program objectives include addressing the multi-cultural and socio-economic diversity of the serviced population and expanding services.
- Exercises first level supervisory responsibilities over a staff of professional and support employees.
- Exercises second through fourth level supervisory responsibilities over a large workforce of permanent, seasonal and temporary professional, technical, and administrative staff and indirectly over a large number of volunteers.
- Within the Department, establishes, promotes and monitors professional education and recreation service standards.
- Manages assigned programs through coordinated leadership ensuring the Department meets specifically assigned ongoing and annual operational and financial objectives.
- Assumes overall responsibility for a large Operating Budget and develops, justifies and defends proposed budget submissions.
- Resolves intra-departmental problems and issues and coordinates with other District managers on broader problems and issues.
- Serves on many internal and external committees, working groups and/or ad hoc task forces, providing program expertise and contributing to the attainment of successful results.
- Individually, serves as a District representative to various educational and/or recreational related external organizations.
- Maintains relationships with professional organizations to stay abreast of innovations and trends in the delivery of effective interpretive/environmental education and recreation programs and services.
- On call to respond to a wide range of potential operational needs and will be available as needed on weekends to support program staff.

## THE IDEAL CANDIDATE

The ideal candidate will be an innovative, strategic leader with demonstrated and verifiable experience in understanding the complexities of a large organization's naturalists' interpretation, community engagement, volunteer and outdoor recreation needs. A strong leader who understands managing personnel, supervisors and managers. In addition, this candidate must be a results-oriented manager; a problem solver; and must have the ability to lead a team spread over a dispersed area and have the skills to support them. The incumbent must have environmental interpretation, outdoor recreation, and community outreach and coordination experience.

## MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university in a natural science, marketing, public administration, park and recreation administration, business administration, or closely related field.

**Experience:** Six years of experience in providing nature interpretive/education or recreational programs, two of which must have been at the middle management level.

**Substitution:** A Master's degree in a natural science, parks and recreation, public administration or closely related field may be accepted as an equivalent to a maximum of two of the required six years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

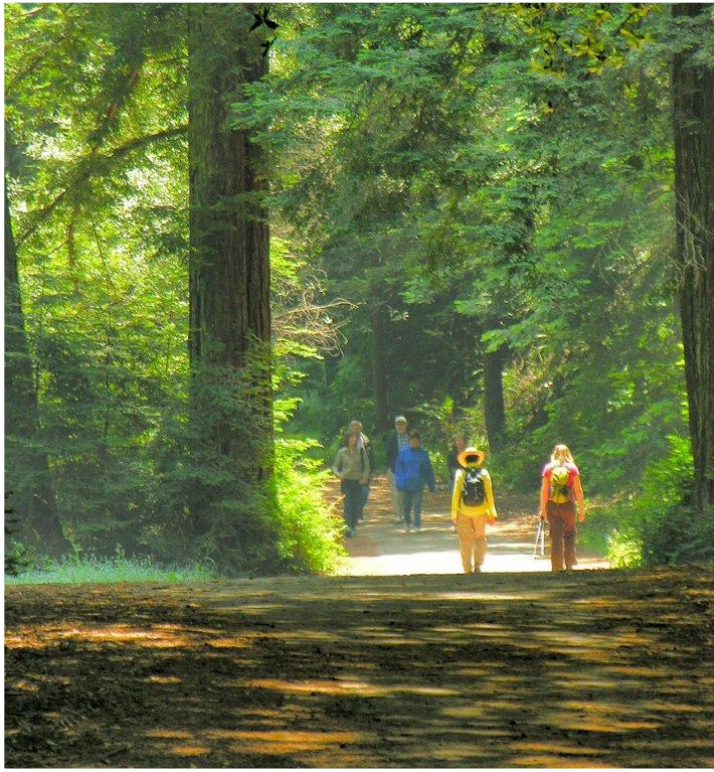
## KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of professional environmental education, interpretation and recreation programming methods, techniques, principles and practices. In addition, an adequate knowledge of public program management is required. Must possess significant knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well-developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

Possession of a Certified Interpretive Guide (CIG) certificate from the National Association of Interpretation (NAI) is highly desirable.







## ■ CONDITIONS OF EMPLOYMENT

- A valid California state driver's license is a condition of initial and continued employment in this position.
- All East Bay Park Regional District employees are required to be vaccinated against COVID-19 as a condition of employment.
- This position is designated as a Mandated Reporter under the Child Abuse and Neglect Reporting Act (CANRA). Mandated reporters are individuals who are obligated by law to report suspected cases of child abuse and neglect. As such, you will be required to sign an acknowledgment of having received the District's policy and your responsibilities.

## ■ COMPENSATION AND BENEFITS

**The salary range for this position is \$143,374 - \$182,935 annually with a scheduled salary increase of 3% on April 1, 2023.** Placement within this range is dependent on experience and qualifications. The Park District also offers a generous benefits package including:

- **Holidays** – 14.5 paid holidays per year.
- **Sick Leave Accrual** – 12 days per year; unlimited accrual.
- **Retirement** – CalPERS: Classic (2.5% @ 55 formula) for employees established with PERS prior to January 1, 2013, and PEPR (2% @ 62 formula) for employees hired on or after January 1, 2013. Employee contribution rate of 7%-8% based on CalPERS membership.
- **Medical Insurance** – Choice of CalPERS HMO and PPO Health Plans. The Park District pays 100% of family Kaiser.
- **Vision Care Insurance** – Employee paid standard plan or buy-up plan; Coverage through Vision Service Plan (VSP).
- **Dental Insurance** – District paid; Delta Dental PPO/ Delta Dental Premier; Annual maximum benefit of \$2,000 per enrolled employee and each eligible enrolled dependent \$50 annual deductible per person, \$150 max per family
- **Flexible Spending Accounts** – Employee can elect pre-tax payroll deferral amounts for medical care and/or dependent care. FSA Plan permits an annual election of up to \$2,850/year for eligible medical expenses and up to \$5,000/year for dependent care expenses.
- **Long-Term Disability** – District Paid; Coverage through NY Life.
- **Short-Term Disability** – State Disability Insurance (SDI) or Paid Family Leave (PFL).
- **Tuition Reimbursement** – District pays up to a maximum of \$1,600 per calendar year.
- **Other Benefits** – Employee Assistance Plan (EAP), Life Insurance, Deferred Compensation Plan.
- Park District employees participate in Social Security and Medicare.

## ■ APPLICATION AND SELECTION PROCESS

**The final filing date is Friday, May 12, 2023.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:  
<https://koffassociates.com/chief-of-interpretation-recreation/>

Resumes should reflect years and months of position held, as well as size of past organization(s).

For additional information, please contact



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

