

Job Description

Park Supervisor

The Detroit Riverfront Conservancy, Inc. was formed as a 501 (c) (3) with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of Riverfront property, from the Ambassador Bridge on the west to Gabriel Richard Park, just east of the MacArthur Bridge to Belle Isle, and will include the construction of a continuous RiverWalk along with plazas, pavilions and green spaces.

The Conservancy is responsible for the improvement, operations, maintenance and programming of the Detroit Riverfront in perpetuity.

Park Supervisor Position will support the operation and maintenance of Robert C. Valade Park. She/he/they will be responsible for park management and daily set up and strike of park space for general use and events, responding to maintenance requests and overseeing a staff of operations assistants. This position is full time, exempt and the work week will run primarily Wednesday - Sunday and will require various weekend and weeknight hours.

This position will report to the Director of Operations.

Duties and Responsibilities

- General Park management of Robert C. Valade Park including managing operations checklist
- Set up and strike event or program materials including but not limited to tents, tables, chairs, and AV
- Manage team of operations assistants who are responsible for the daily set up and maintenance of the park and public programs
- Serve as point of contact for vendors and operations for park use
- Coordinate with food service and bar service
- Coordinate cleaning, maintenance and moving site furniture before, after and during events.
- Coordinate the logistics for supplies, program partners and facilities for programs
- Serve on point for operations requests during various events and programming on Detroit RiverWalk, Dequindre Cut and DCFY
- Manage Park calendar
- Act as site liaison for volunteer clean up or build projects.
- Other duties as assigned

Your background

- Strong and previous experience in facilities management and building maintenance
- Additional background in the hospitality field or parks and recreation is preferred
- Ability to accomplish projects independently, multi-task and adapt to changes in a fast-paced work environment
- Ability to follow instructions.
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working in park service or public service
- Passion to work outside in heat or cold and activating public space
- Capacity to lift 35-40 lbs
- Must be able to stand for long periods of time

- Ability to work weekends and some weeknights – hours will vary and include weekends and weeknights.
- Valid Driver's license is preferred

Who you are

- A champion and advocate for the Detroit RiverFront Conservancy's mission and our visitors
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possess a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

To apply for this position, please send your resume, cover letter and a list of three references to careers@detroitriverfront.org as a single PDF, in the subject of the email please type your name – **DRFC Park Supervisor** We will be accepting applications until March 25. Please no phone calls.

The Detroit Riverfront Conservancy values a diverse workforce and an inclusive culture. The Detroit Riverfront Conservancy encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.