



Job Announcement

Parks Program Manager – Horticulture

Posting Date: 12/30/2022
Closing Date: Open until filled
Starting Date: As soon as possible
Division: Park Services
Position Status: Full-Time – Exempt
Hours: Monday-Friday. Some evenings and weekends.
Supervisor: Park Services Division Director

Duties: The Parks Program Manager functions as a horticulture project coordinator emphasizing turf management. Responsibilities include training and supervising Horticulture staff, troubleshooting, administrative support, project management, and community relations — knowledge of and the ability to implement trends and practices in parks and recreation and horticulture practices required.

Wage: 12-step salary scale: \$5,674 to \$7,854 per month. Starting wage DOE.

Benefits: A complete benefits package for full-time employees (and their families), including medical, dental, vision, flexible spending account, basic life, and long-term disability insurance. Participation in the Washington State Public Employees Retirement System and eligible to contribute to the deferred compensation program. Eight hours of vacation and eight hours of sick leave each month, two personal days (prorated if hired after the first of the year), and ten paid holidays throughout the calendar year. Additionally, full-time, exempt employees receive 80 hours of administrative leave each calendar year, prorated in the year of hire. Discount on most Park District classes, free pool pass at the Aquatic Center, and basic fitness membership at the Bainbridge Island Recreation Center (BIRC) while employed for employees and dependents.

To Apply: A completed application, resume, and cover letter are required to apply. Download the full job description and application form at:
<https://biparks.org/employment/>.

Background checks will be completed on anyone 18+ that is offered this position.

Send application, resume, and cover letter to Division Director Dan Hamlin via email to dan@biparks.org or by mail to:

Bainbridge Island Metro Park & Recreation District
Dan Hamlin
11700 NE Meadowmeer Circle
Bainbridge Island, WA 98110

All new employees must present proof of COVID-19 vaccination to begin work.

**Bainbridge Island Metropolitan Park & Recreation District
Equal Opportunity Employer**