

**Akron Parks Collaborative**  
Program Manager  
Position Description

**Summary of Position**

Akron Parks Collaborative is seeking a collaborative professional to support several of our major programs. The program manager will report to the Executive Director and will also work with key volunteers and board members. This is a part-time position (20 to 30hrs/week)

**Essential Duties**

Support the Akron Parks Challenge, Park volunteer projects, Akron Parks Week and Park Friends groups. Responsibilities will include:

*Akron Parks Challenge*

- Managing communication with applicants
- Overseeing organization of applications and distribution to the board and other reviewers
- Working with marketing consultant and managing presentation schedules as needed

*Akron Parks Week*

- Supporting corporate volunteer days
- Organizing and recruiting volunteers
- Collaborative work with the City through the Akron Parks Week committee

Supporting volunteers and park friends groups with projects and clean ups

**Qualifications:**

- Bachelor's Degree (preferred)
- Nonprofit experience and/or community organizing experience (2 years preferred)
- Experience working collaboratively with other organizations and government agencies (preferred)

**Skills in:**

- Verbal, written and interpersonal communication
- Computer applications
- Collaborative work

**Compensation:**

\$22-\$27/hour depending on qualifications  
PTO

**Other Details**

Some weekends and evenings required depending on events and programs

To Apply:

Send cover letter and resume to [bambrisco@akronparks.org](mailto:bambrisco@akronparks.org)

**About Akron Parks Collaborative:**

Akron Parks Collaborative is a nonprofit organization engaging Akron neighborhoods around the creation and sustainability of vibrant public spaces within City of Akron parks. We support communities in citizen-led

design and decision making on neighborhood park improvements. We focus on equity, inclusion and diversity in the improvement and activation of public spaces. We also foster and support affiliated Friends Groups around single city parks and support programs that engage residents in city parks.

Major Programs:

The *Akron Parks Challenge* asks Akron residents to submit ideas for updates in their local park. Two winning ideas receive \$100,000 each to bring their visions to life. Akron Parks Collaborative helps engage the community around the projects.

*Akron Parks Week* will be May 9-15. On May 14 we will support a large community volunteer day.

We currently support four park friends groups who organize programs and projects in their parks.