



Director, The Maintenance Institute

2/14/24 applications open until filled

The Maintenance Institute is a statewide and nationwide venture of the Pennsylvania Recreation and Park Society (PRPS) to build the capacity of park owners and stewards to maintain parks and their facilities in a safe, clean and ready-to-use manner.

The Director is responsible for the organizational leadership, development, and management of the mission, methods, program and partners of the Institute. This individual researches PRPS member and Institute client needs, and develops, promotes and implements educational and capacity-building resources, and represents The Maintenance Institute to current and prospective members, subscribers and partners.

This exempt, managerial level position is accountable to the Director of Training and Information Technology; and contributes to PRPS operations through a non-hierarchical network of interactive teams with a high degree of empowerment, strong communication, and collaborative workflow to meet mission-driven objectives.

Responsibilities and Relations

Leadership & Administration

- With other PRPS training staff, research and assess needs, plan, develop, administer and evaluate a comprehensive, year-round professional and technical education training regime for PRPS members and out-of-state Institute subscribers in conjunction with other staff, members, volunteers, consultants and partners. Contribute to the annual administrative plan, budget, and other PRPS training programs.
- Manage the development and operations of the online Tool Shed library and its searchable asset management system, and The Maintenance Institute website.
- Contribute to the Education Committee, Learning Networks, and other volunteer-led teams in developing and securing educational presentations, workshops and other resources. Manage event details. Work with the Director of Training and the Education Manager to coordinate Institute educational programs within PRPS professional development plans.
- Determine or approve measurable educational objectives for all Institute training programs. Evaluate instructional effectiveness, success and returns-on-investments. Vet and secure appropriately qualified program speakers, instructors, trainers and facilitators.
- Implement and maintain current best practices in adult education and corporate training methods and techniques. Manage and maintain instructional documents, educational materials, resources, supplies and equipment.
- Supervise the maintenance of PRPS facilities and grounds. Perform other duties as needed or assigned.

Communications & Marketing

- With the PRPS training team, Director of Advancement, and the Director of Communications, develop and implement an annual marketing plan and promotion strategies and materials to ensure the growth of the Institute and the highest success of its services. Represent the Institute to the public, partners, members, and clients.
- Manage and contribute to all Institute-related social media, website, communications and marketing efforts.
- Contribute to bimonthly and annual PRPS reports. Prepare and disseminate Institute-specific reports as needed.

Funding Development

- With the training team, Director of Advancement, and the CEO, assist in developing and securing Institute partnerships, sponsors, and sources of grant funding to support Institute operations.

Education and Certification

- BS degree or equivalent experience in education, professional development, administration, marketing, or related fields.
- Certified in one or more facility/property maintenance credentials: Playground Safety Inspector (CPSI), Certified Facility Manager (CFM), Certified Sports Field Manager (CSFM), Environmental Facility Certification (EFC), etc.; or at least 5 years of professional experience in managing maintenance of natural and built environments, and attaining a relevant certification within two years of employment.

Knowledge, Abilities and Attributes

- Personal integrity and commitment to the PRPS Organizational Culture of integrity, excellence, innovation, education, equity and empowerment.
- Marketing savvy and an entrepreneurial spirit; self-motivated creative thinker and prime mover.
- Proven professional experience in developing and conducting multiple series of adult education, experiential learning, corporate training, and/or advancing maintenance capacity through educational development.
- Ability to lead, manage and develop high performance educational teams and collaborate effectively with diverse groups to advance the Institute's organizational and educational goals.
- Ability to exercise good judgment in evaluating situations and making sound decisions.
- Professional knowledge of adult learning styles, instructional design and educational tools and techniques.
- Ability to travel in-state for PRPS responsibilities (approximately once per month on average), and occasionally out-of-state for professional or business development.
- Excellent oral and written communication skills and social media marketing talents.
- Mastery of Microsoft Office Suite, Constant Contact, Survey Monkey (and other business software) and familiarity with website content management systems applications.
- Personal commitment to recreation, parks, conservation, maintenance, professional development and connecting people to the outdoors.

More information: themaintenanceinstitute.com prps.org
Apply with cover letter and resume to Tim Herd, CEO herd@prps.org