

TO: Urbana Park District Environmental Program Manager Applicants

FR: Human Resources

CC: Corky Emberson, Superintendent of Recreation

DT: March 7, 2025

RE: Call for Applications – Recreation – Environmental Program Manager

RECREATION - Environmental Program Manager:

The Urbana Park District is conducting an internal search to fill the **“Environmental Program Manager”** position.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Position Description:

The **Environmental Program Manager** is a Full-Time, Exempt position. This position reports directly to the Superintendent of Recreation.

This position may require flexibility in the hours worked to meet the needs of the Urbana Park District. Typical hours are 8-5pm, Monday through Friday; with evening and weekend hours as required and assigned.

General Position Requirements:

The Environmental Program Manager role requires a dynamic individual who is organized and able to work effectively with the public. In order to deliver quality programs and services, the Environmental Program Manager plans, organizes, coordinates, and administers a comprehensive group of environmental education programs, events, facilities, and services for Urbana Park District residents. The manager of this department is also responsible for oversight of the Anita Purves Nature Center, Friendship Grove Nature Playscape, and the Meadowbrook Interpretive Center and UPDAC Learning Pavilion. The manager facilitates District-wide sustainability and resource use through the Green Team matrix. In addition, this position serves on the Natural Areas Management Team as grounding for the program and activity component of the District’s natural areas.

Please see the attached Position Description for full details of the position.

Pay Rate: FY25

\$61,528 – \$82,572 + Paid time off, access to benefits, and participation in the Illinois Municipal Retirement Fund (IMRF)

Application Process:

The Urbana Park District is utilizing an on-line application system—please go to the Urbana Park District webpage, www.urbanaparks.org, for application instructions. Candidates for the “Environmental Program Manager” position should submit: cover letter of interest, current resume to reflect the knowledge, skills, and abilities based on the attached “Position Description,” and references on Applitrack.

Application Process for selected candidates may include:

- Formal interview with a staff review panel
- Meetings with administrative and/or other staff groups as requested/required
- Reference Checks
- Appropriate testing as required

Proposed Schedule:

Position Notice	March 7, 2025
Application Deadline	April 14, 2025
Interviews Conducted	TBD
Start Date	TBD

Questions:

Contact Corky Emberson at 217.367.1544 and/or cemberson@urbanaparks.org.