



The Town of Pembroke Park

Horticulture and Recreation Specialist

EEO Class Code:

Union Status: Unclassified

FLSA Code: Non-exempt

Department: Parks and Recreation

Position Reports To: Town Manager/Deputy Town Manager

Sworn: No

Job Specifications

NATURE OF WORK

The positions performs specialized landscape engineering and horticulture programs in development for geo-nature activities in a public park that offer multi-level outreach. This position coordinates all programs and recreation activities for Town Park and amenities, including community garden care, public programs, park engineering and planning for infrastructure improvements, community outreach and special activities. Supervises every stage of community garden operations and production, including making decisions about vegetation, and monitoring activities relating to fertilization, planting, and harvesting. Recommend sand assists in overall park redevelopment, project management or construction, maintenance, and care policies for Town Park.

ESSENTIAL DUTIES

Tasks required of those in the position of Horticulture/Recreation Specialist include, but are not limited to:

- Creates recreation programs for all ages groups for horticulture and community garden programs.
- Collaborates with community and volunteer groups for participation in parks and recreation partnerships and activities.
- Manages and coordinates all activities for Park and Community Garden year-round.
- Maintains the Community Garden to ensure the Town is in compliance with agriculture grants and contracts from funders.
- Develops and recommends to Town Manager and Commission comprehensive improvement plans for overall operation for Parks that have sustainable outputs.
- Compiles monthly reports and updates for review by Town Manager and Commission.

- Oversees future infrastructure recommendations for Park redevelopment, project management, and usage.
- Creates an annual park program that aligns with seasonal activities and events including but not limited to fall festival, back to school bash, movie nights, food truck explosion, and other events.
- Promotes and assists in social media advertisement of events, graphics, literature and other means promotional creation and mass media.
- Collaborates with funding agencies, groups and companies to create public/private partnerships that support recreational programs, agriculture programs and events in Town Park.
- Builds relationships with local elementary schools in the management of community garden program on a seasonal basis.
- Assists public service staff in implementing rules and regulation of park usage. Monitors all visitors and groups in Park to ensure Town regulations are being adhered
- Communicates with Town Police department for safety and security of park, community garden, and daily activities.
- Interacts and consults with a variety of individuals and groups in the performance of job responsibilities including Town personnel in various departments, outside agencies, property owners, business owners, etc.
- Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the functions and operations of bio-systems, ecological engineering in recreational environments, parks and community gardens.
- Knowledge of park infrastructures, redevelopment of public spaces, and architecture.
- Knowledge of forestry engineering, natural resources implementation in public environments.
- Knowledge of and procedure related to the enforcement of park regulations and codes.
- Knowledge of the Town codes, regulations, rules and procedures as it pertains to park operations.
- Knowledge of modern community programs, activities principles, and procedures.
- Knowledge of promotion materials, social media event planning, and community outreach.
- Skill in using Microsoft Office Suite, including Word, Outlook, and Excel.
- Skilled in verbal and written communications including experience in preparing reports and keeping accurate records.
- Ability to establish and maintain effective working relationships with supervisors, other employees, and Town officials.
- Ability to communicate effectively and persuasively, both verbally and in writing to individuals as well as groups.
- Ability to handle with competing priorities and varied responsibilities.
- Ability to work efficiently and effectively to develop win-win solutions.
- Ability to systematically organize and track information in detail.
- Ability to demonstrate understanding, consideration, and respect for the public.

MINIMUM REQUIREMENTS

- Bachelor's degree in public engineering, bio-engineering, parks, agriculture, and/or recreation or valid equivalent.
- Three (3) years of administrative experience in resourcing agriculture programs, parks, public engagement, public media campaigns, social media, program planning, project management, and development.
- Must have experience with programming for usage of park amenities, development of landscaping, horticulture, infrastructure knowledge of parks, and facilities.
- Ability to obtain a certification in Horticulture within twelve (12) months of hire.
- Must possess a valid Florida driver's license.
- A combination of education and experience may be considered.

PREFERRED QUALIFICATIONS

- Master's degree in Agricultural Engineering, Horticulture Science with minor in bio-environment systems, recreation and biological programs.
- Certified Horticulturist.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting up to fifty (50) lbs.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Moderate noise (outdoor).
- Ability to work outside in escalated conditions and weather patterns.