

Ogden Valley Parks Service Area (OVPSA) Parks and Recreation Coordinator

Goal: To improve the future of public parks and recreational opportunities in Ogden Valley.

1. PARKS & RECREATION COLLECTIVE

Align the efforts of Ogden Valley Park Service Area (OVPSA) and Ogden Valley Recreation to support the goal of enhancing and sustaining the future of parks and recreation in Ogden Valley. Our collective mission is to improve the quality of life for our local community by providing access to nature, promoting physical activity, fostering social interaction, and contributing to the overall well-being of residents. Tasks associated with this may include but not limited to collaborative programming and activity management, internal software and website management, and community outreach.

2. GRANT & DONOR COORDINATOR

Collaborate closely with the designated OVPSA Board members and/or Board appointed task force members as well as park committees to identify, apply, cultivate, and facilitate financial development opportunities. This includes identifying, writing, reviewing, and approving grant proposals, as well as overseeing compliance with grant requirements throughout the entire process. Additionally, support opportunities to develop relationships with businesses, foundations and individuals to generate financial support of parks and recreation in the Ogden Valley .

3. PROJECT MANAGEMENT

Provide coordination and oversight of projects, especially those supported by grants, private donors, and businesses. Projects include capital improvement efforts as well as programmatic efforts.

*The description outlined above is subject to part-time contract work. It is important to note that due to limited hours, discretion will be necessary to prioritize tasks based on their importance.