

Park Facilities Manager

About Accokeek Foundation

For nearly 70 years, the Accokeek Foundation has cultivated a passion for the natural and cultural heritage of Piscataway Park and commitment to stewardship and sustainability. In partnership with the National Park Service and affiliated communities, the Foundation stewards 300 acres of Piscataway Park while honoring the Indigenous people and values that shaped and continue to shape this land. Park visitors will experience the interconnectedness of all life as they come to know the historical and cultural significance and regenerative potential of the indigenous landscape that is Piscataway Park. The park is open daily to visitors of all ages who enjoy a quiet landscape for recreation and reflection. Annually, thousands of school youth experience land-based education, learning about environmental stewardship through a historical lens.

Position Overview

The Park Facilities Manager is responsible for overseeing the maintenance, repair, and operations of park infrastructure, ensuring compliance with the cooperative agreement between the Accokeek Foundation and the National Park Service (NPS). This role involves maintaining historic and non-historic buildings, trails, piers, and visitor amenities to support a high-quality visitor experience. The Manager will focus on daily site operations, staff coordination, contractor oversight, and adherence to budgetary and safety requirements.

Responsibilities

- **Park and Facilities Management:** Supervise the daily maintenance and operations of park facilities, ensuring safety and upkeep.
- **Maintenance Planning:** Assist in developing and executing maintenance schedules for buildings, grounds, equipment, and infrastructure.
- **Staff and Volunteer Coordination:** Support hiring, training, and supervising facilities staff and volunteers to ensure proper site management.
- **Contractor Oversight:** Coordinate and monitor contractor work to ensure compliance with NPS guidelines and cost-effective service delivery.
- **Budget and Resource Management:** Assist in tracking maintenance expenses and resource allocation within the facilities budget.
- **Compliance and Documentation:** Maintain records of park infrastructure and equipment, ensuring adherence to NPS and regulatory requirements.

- **Visitor Experience Support:** Maintain visitor areas such as trails, piers, docks, and picnic grounds to enhance accessibility and enjoyment.
- **Safety and Security:** Enforce safety protocols and monitor security measures for park facilities and visitor areas.

Secondary Task and Responsibilities

- Supports agriculture and natural resource stewardship volunteer program with occasional feeding and care of livestock, maintenance of garden, interpretive crops, trails, and natural areas with direction from the volunteer supervisor
- Other duties as assigned.

Qualifications

- Able to engage effectively with culturally diverse audiences, and audiences of varying ages.
- Excellent communication and time management skills.
- Ability to work on evenings, weekends, and holidays as required.
- Comfortable being outdoors in all weather conditions.
- Experience in facilities maintenance, operations, or park management, preferably in a historical or environmental setting.
- Strong organizational and problem-solving skills with attention to detail.
- Ability to work collaboratively with staff, volunteers, and external partners.
- Knowledge of safety protocols and regulatory compliance standards.
- Basic proficiency in record-keeping, computer, and project management software.

Preferred

- Experience with and ability to use technology and online programs including Office 365, Google Drive, Excel, Canva.
- Proficient in Spanish, American Sign Language, and/or other additional languages.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch or crawl, and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.



Cultivating passion for the natural and cultural resources of Piscataway Park...

Compensation and Benefits

This is an exempt position with a salary range of \$45,000- \$55,000 per year based on experience, with evening and weekend availability as needed to meet the demands of the position.

Candidates must live in the DMV area and be available to work on-site. Accokeek Foundation provides eligible employees working a minimum of 20 hours per week a comprehensive benefits package including flexible paid time off, cost share benefit, paying 50% of health insurance premiums, retirement matching, and paid disability and life insurance.

To apply: Send a resume and cover letter describing how your experience, skills, and interests make you uniquely qualified for this position by email with the subject line “Park Facilities Manager” to info@accokeek.org. Applications received by October 7, 2025, will be given priority consideration. The position will remain open until filled. will be accepted until the positions are filled.

Join us in our mission to inspire people to care for the land and create a more sustainable future for all.

The Accokeek Foundation provides equal employment opportunity (EEO) to all employees and applicants for employment without regard of race, color, age, sex, national origin, religion, disability, genetics, sexual orientation, or any other characteristic or status protected by applicable federal, state, or local law.