June 10, 2024

**Position:** Recreation Manager

**Location:** Vallecito Reservoir, Bayfield, CO

Pine River Irrigation District operates, maintains, and manages the Vallecito Dam and Reservoir and Power Plant. We produce supplemental irrigation water to 65,000 acres of Indian and non-Indian lands, along with producing power for our domestic users and we mange recreation activities.

We are seeking an individual looking for a career in public service involving recreation activities in the beautiful San Juan Mountains with the backdrop of the Reservoir to fill our Recreation Manager position at Vallecito Reservoir.  This position requires some computer and webpage skills, the ability to interact with the public, likes to work outside year-round, adhering to the recreation at Vallecito Reservoir and lands surrounding the lake in accordance with the 2024 PRID Recreation Management Plan.

**This is a full-time, non-exempt position**. 60 – 70% of this position is spent performing outside duties year-round.

**Core Responsibilities:**

* Track recreation permit sales and associated recreation operation and maintenance expenditures
* Collaborate with Office Manager to compile annual public recreation activity
* Monitor Vallecito recreation area to protect and preserve resources and facilities
* Work with PRID staff to keep the Lake and recreation areas clean and well maintained
* Respectively interact with internal and external stakeholders
* Work with PRID staff to forecast growth and future recreation management decision making
* Other duties as assigned in support of the success of PRID

**What We Need from You:**

* Proficiency in basic computer skills
* Friendly and outgoing personality
* Excellent verbal and written communication skills
* Able to learn computer functions, systems, and on-the-job skills
* Ability to take initiative and effectively adapt to change
* Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
* Works well in a collaborative team environment
* Comfortable working in all weather conditions/elements if it is safe
* Driver’s license
* Ability to use hand tools and basic construction knowledge (i.e.,sign installation, boat dock repair, etc.)
* Basic mechanical skills; vehicle maintenance and minor repairs
* Motorized equipment operation; weed eaters, lawn mowers, small tractor operation, etc.
* Ability to move up to 50lbs
* Ability to walk on uneven terrain
* Minimum of high school diploma or GED

**Compensation and Benefits:**

**Hourly range**: $16.80 – 19.25 per hour ($35,000 - $40,000 annually) depending upon experience and education.

**Benefits:**

* Paid Time-Off
* Health Benefit
* Retirement Plan
* Colorado Sick and Safe Time paid leave
* 11 paid holidays

**Interested in joining our team?** Please complete our job application and send your resume and cover letter to [kenprid@gwestoffice.net](mailto:kenprid@gwestoffice.net), or drop-off/mail to: 13029 CR 501 Bayfield, CO 81122

***NOTE:*** *This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. Pine River Irrigation District is an “at-will” employer.*

*Pine River Irrigation District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.*