

FLORIDA'S LIGHT AND LIFE PARK, INC.

JOB DESCRIPTION:

PARK ADMINISTRATOR

Park Overview:

Florida's Light and Life Park, Inc. is a wonderful Christian retirement community in Lakeland, Florida, incorporated as a 501(c) (3), integrated auxiliary of the Free Methodist Church U.S.A. The Park consists of approximately 270 homes, including Park Models, single and double wide trailers, Block homes and Villa units, providing affordable living for full-time and part-time residents. There are also cabins, guest rooms and RV spaces for rent and many activities and amenities for residents, renters and guests to enjoy. The Park operates a Water System and Wastewater Management System. Light and Life Free Methodist Church and several other community buildings are located within the Park. For a more comprehensive overview of the Park, please visit lightandlifepark.org.

The Park Administrator Reports to:

The Board of Directors

Job Overview:

The Park Administrator is responsible for overseeing the day-to-day business and maintenance operations of Park facilities, supervising full and part-time employees and working with the Board of Directors, members of the Park and outside agencies to maintain a safe and healthy environment for all.

Responsibilities and Duties:

- Checking Park facilities, infrastructure and amenities on a regular basis and scheduling preventative maintenance and repairs as needed. This includes the water and waste water systems within the Park.
- Effectively communicating with the Board of Directors and membership of the Park.
- Accurately accounting for all revenue coming into the Park and all expenditures associated with the operation of the Park.
- Operating within the annual budget approved by the Board of Directors.
- Supervising and evaluating paid staff.
- Scheduling and overseeing work done by paid staff and volunteers.
- Ensuring that membership information is accurately maintained.
- Compliance with and enforcement of Light and Life Park, Inc. rules, regulations and by-laws.
- Compliance with Federal, State and local regulations.