



# Job Description

## Project Manager/Consultant

### GENERAL PURPOSE

Employee will perform or collaborate on marketing, procurement, and per-project management of GreenPlay projects, including project proposals and technical writing, budgeting, community engagement, client and sub-consultant management, specific planning tasks, research, interviews. Presentations and potentially extensive travel are usually needed to complete successful projects and further the mission of GreenPlay, LLC. Experience in master and strategic planning, capital and/or financial assessment, cost recovery methodologies, needs assessment, programming and operations, and/or other areas of GreenPlay focus and firm offerings is desired.

### GreenPlay's Culture

GreenPlay's culture is such that only the highest level of personnel are recruited and retained. The basis of the organization's compensation structure is purposefully **entrepreneurial**, with most staff paid as contracted per-project employees (not hourly or salary basis), paid monthly on work completed and paid for by clients. Apprenticeship and non-billable training is provided as needed for selected consultants. We provide strong administrative support, stellar firm reputation, and established marketing channels that facilitate the highest possible level of individual compensation, but it is also up to individual consultants to help identify and complete projects, and improve personal knowledge and efficiencies to increase their own earnings. **GreenPlay wants all employees to be at the high end of market value for their skills sets and experience; however, we value compensation as more than just a dollar focus.** Flexible scheduling, supportive culture, mobile work, professional development, and individual recognition as industry experts, are key rewards for GreenPlay employment, beyond just the paycheck.

### Overview of Project Manager Consultant Position

#### Employee will:

- Act as a **Project Manager/Consultant** for Parks, Recreation, and Open Space related projects as outlined in the GreenPlay LLC marketing materials, **including travel to all US time zones** and performing any and all tasks required for supporting completion of proposed projects for which he or she agrees to assume responsibility. A passport may be required for international expansion.
- Become trained in and/or operate with professional project management skills.
- Help promote GreenPlay, LLC in accordance to the firm's mission, vision, and expansion strategy.
- Help fiscally manage projects to create positive revenue.
- Participate in marketing and staff meetings and activities, speaking engagements, communication of competition intelligence, and help establish themselves as a national expert, in addition to assisting with proposal development and coordination of teaming strategies (typically non-compensated administrative duties).
- Participate in Employee Performance Reviews at 6 and 12 months, and annually thereafter.
- Assist with and/or lead public process procedures, stakeholder interviews, and focus groups.
- Conduct research related to best practices for management, planning, and administration for operations of public parks, recreation, trails, and related agencies.

#### Conscious Capitalism®

While making money is essential for the vitality and sustainability of a business, it is not the only or even the most important reason a business exists. Conscious businesses focus on their purpose beyond profit. GreenPlay features and supports a culture of **Conscious Capitalism**.  
[www.consciouscapitalism.com](http://www.consciouscapitalism.com)

## Work Environment and Necessary Skills

- GreenPlay was founded in 1999, and although our compensation and virtual office situation is purposely vastly different than governmental, academic, and most other business structures, it works very well for some high-performing individuals, and to serve our clients. For many, it does take some getting used to, so open mindedness and self-confidence are key attributes for successful transition to this type of professional lifestyle.
- Consultant is expected to be intrinsically self-motivated, passionate about our field, and to work well independently with good personal time allocation and management skills.
- Projects will most likely include frequent travel (up to 75% at times when working at full capacity). Last minute travel may be required for interviews or schedule compression.
- Work hours are flexible based on project and marketing needs. Must be able to work beyond a typical 8 am to 5 pm 40-hour work week.
- Need ability to help recruit, market, and deliver projects to the firm on a consistent basis.
- A large amount of time is spent writing – emails, project summaries, planning documents, articles, etc. Good and proven writing, document storage, editing, and keyboarding skills are essential
- Knowledge of internet use, basic computer skills, and use of Microsoft Office is necessary, including MS Word, Outlook, Excel, and PowerPoint
- Prefer experience working in a professional office setting. Should have strong business administration and management experience, along with proven experience in the parks, recreation, planning, and/or related fields
- Client management and team coordination skills are necessary. Experience in facilitating meetings and presentations with the public, including Boards and Councils, is desired.
- Workspace is provided at the GreenPlay headquarters for training and part-time use of office equipment and supplies as needed to perform work, but the position is primarily a virtual office situation. Employee should have an appropriate quiet home workspace. GreenPlay will support a mobile capacity to work anywhere there is cell service.
- Most training is through apprenticeship (typically non-paid) and on projects as a “second”. For new high performing consultants, it may still take one to two years to reach full efficient capacity workload and earnings – similar to receiving an additional education at a Master’s Degree level - while being compensated for allocated and budgeted per project work.
- Administrative and training support is provided but employee should be able to work independently once initially trained, with strong team collaboration and management skills.
- Must be physically healthy with a personal daily commitment to health and wellness, stamina to travel, well-developed mechanisms and attention to individual re-creation of body, mind and spirit, personal emotional balance, and the ability to lift and carry up to 40 pounds.
- Need commitment to attend, participate, and sometimes lead mandatory GreenPlay full-day planning and management retreats four to five times per year.
- GreenPlay supports a completely **non-smoking** and occasional **responsible social drinking** environment and lifestyle.
- Due to the intensive training and exposure to proprietary practices, GreenPlay’s employment contract does include a one-year non-compete clause (working in public or academic settings is not considered competition) if your employment should end, and requires at least 30 days’ notice for termination by employee, if you should ever decide to leave.

## EDUCATION OR FORMAL TRAINING

- Bachelor’s degree or higher level of education in a relevant field
- Specialized training for parks and recreation industry, business development, business planning, cost recovery analysis, project management, and/or marketing preferred

## COMPENSATION

Compensation is paid as a contracted per-project employee, paid monthly on a percentage of tasks complete, based on individual per-project earnings. Typical annual compensation ranges from **\$50,000 to \$100,000** or more at full-capacity. Consultant will work with GreenPlay managing staff to obtain and successfully complete projects to be at and maintain full-time capacity as soon as possible after employment with a goal of reach that level at or before the second full year. Project assignments and acceptance are determined on a project by project basis depending on availability, skill sets, relationships, and overall firm capacity. Specific percentage of individual project compensation is dependent on experience and performance.

### GreenPlay will cover expenses for work related costs including:

Business overhead	Marketing Materials	Computer and internet access
Project Specific Costs	GreenPlay Administration	Mobile smart phone
Travel expenses	Professional Insurances	Contracting costs
Employment taxes and FICA	Workers Compensation	Other specified benefits

*Employee agrees to provide and cover costs for a reliable automobile with liability insurance and an efficient quiet home working environment when not traveling for projects or at GreenPlay offices.*

**NOTE: Depending on experience, contacts, available work, and capabilities, it typically takes up to or over a year to procure specific projects and train new Project Managers to get to full individual capacity. GreenPlay only fully benefits when full-time staff are at or above 40% billable, so we provide support and training to help get you there, but this is individually-motivated work dependent on marketing and topic expertise. High performers can do well, but there is no guarantee of earnings or minimum compensation. Earnings fluctuate monthly. Much of the work is on-site in communities, so at high capacity, travel may sometimes be weekly. Travel time is typically non-billable, but virtual capabilities are supported to allow for working in most all environments and on a flexible time schedule. Does this type of entrepreneurial approach appeal to you?**

## OTHER COMPENSATION AND BENEFITS

- **Profit Reward Share Program** – GreenPlay believes that all employees are integral to the success of the firm. GreenPlay will share **1% of annual net income** with any full-time employee with greater than 2 years of service, with an additional 1% added at the end of each additional two full years of service, **up to 3%**. Terms of eligibility and disbursement are available in the Employee Manual.
- **Simple IRA Retirement Fund** - GreenPlay maintains a **Simple IRA Program** where GreenPlay will match 2% of the employee's salary annually. The employee also has the ability to contribute a larger set amount of salary each month to this program.
- **Holidays** - GreenPlay recognizes **7.5 days** of traditional holidays per year for administrative staff, including: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, two days for Thanksgiving, and 1.5 days for Christmas. Holidays are not paid for per-project employees, and employees may choose whether or not to recognize these Holidays.
- **Professional Development** - At GreenPlay's discretion, appropriate budgeted Continuing Education/Conference Costs and Memberships may be covered.
- **Travel Benefits** – For staff who travel on GreenPlay paid business trips, employees can accrue miles and points from travel programs and apply these for personal travel use.
- **Individual "Topic Expert" Identity Creation and Development** – GreenPlay believes in helping to identify and develop our Project Managers as individual "Topic Experts" through support and distribution for articles, publications, and presentations that help you position yourself and grow in areas in which you are passionate, and fit our GreenPlay innovations and projects.