



## **ADVISORY BOARD POSITION DESCRIPTION**

**JOB TITLE:** Parks Advisory Board

**DEPARTMENT:** Parks Department

**LOCATION:** Meets the third Wednesday of the month at 6 p.m. (except Dec.) at the Eagle's Nest of the Kitsap County Fairgrounds, 1195 Fairgrounds Rd., Bremerton.  
Virtual option via Zoom.

**JOB SUMMARY:**

The Parks Advisory Board provides timely advice to the Parks Director and the Board of Commissioners regarding the acquisition, development and administration of Kitsap County Park properties and associated recreational activities.

**JOB DUTIES:**

The advisory board meets each month. Special meetings may also be scheduled at the request of the chair, director, County Commissioners or a majority of the advisory board members. Members function as part of a team to review plans and proposals, share input and concerns from community members and other parks users, and make recommendations to the Parks Department Director, staff and the Board of County Commissioners, who may also request the group create committees to address specific issues related to property acquisition, park improvements and recreation programs.

**SKILLS AND QUALIFICATIONS:**

Advisory board members must be Kitsap County residents with an interest in their community. Members must be willing to function as part of an advisory team. Must be willing and able to attend monthly meetings held on the 3<sup>rd</sup> Wednesday of the month from 6-8 p.m. Must be willing to support the County's long-term goals and support the mission and goals of the group.

**RESPONSIBLE TO:**

Parks and Recreation Director and the Kitsap County Board of Commissioners

**TIME COMMITMENT:**

Monthly meetings with other meetings and training occasionally scheduled.

**For more information, Kitsap County Volunteer Services [rpirtle@kitsap.gov](mailto:rpirtle@kitsap.gov).**