



Richfield Joint Recreation District

Richfield Heritage Preserve Grant Researcher and Grant Writer

Summary: Richfield Heritage Preserve is currently seeking volunteers to assist with grant research and grant writing.

Qualifications:

- Experience researching and writing grants preferred
- Excellent communication and writing skills
- Strong research skills

Duties and Responsibilities:

- Research grant opportunities regarding:
 - Parks and Recreation Operations
 - Natural Resource Management - habitat/forest improvement, native landscaping, rain gardens
 - Creation of Nature Centers
 - Trails, Walkways, Bridges
 - Historic Building Renovation
 - Dam Restoration
 - Stream Improvement – dredging, erosion control
- Draft grant proposals
- Submit grant proposals to RJRD Fund Raising Chair for approval
- Abide by Park Rules and Regulations

Time Commitment: This is an unpaid volunteer position which requires 2-4 hours per week as well as a monthly report to the RJRD Fundraising Chair

Supervision: This position reports to and is supported by the RJRD Fundraising Chair

Please contact the RHP Volunteer Coordinator volunteer-info@rjrd.org for further information