



Tahoe Paradise Park

1011 E. San Bernardino Avenue
South Lake Tahoe, CA 96150

Board Position available: Board Secretary

Come be a part of your park's future!

Tahoe Paradise Recreation and Park District has a current opening on the Board of Directors. The seat available is for the position of Board Secretary.

This is a volunteer position available exclusively to residents within the park district boundary.

Position responsibilities include:

- Attending monthly board meetings
- Develop and post the agenda for monthly board meetings
- Develop and post minutes for monthly board meetings
- Participate as a board member in park affairs

This is a director position with voting responsibility for issues related to the park.

Candidate must have a working knowledge of Excel, Word, and Share Drive along with excellent communication skills.

Please submit resume and references to:

Zane Graham – c/o Tahoe Paradise Park – PO Box 550575 – South Lake Tahoe, CA 96155
Or drop off with Park Host

With questions contact Zane Graham at (530) 416-1901

Resumes will be accepted until August 16, 2024

Anticipated start date is September 2, 2024.