



7/21/2023

## MRPA Job Postings Information Guide

### 2023-2024 Job Posting Pricing

Product Name	Member Rate	Maryland Non-Member Rate	Out-of-State Rate
30 Day Job Posting	Free	\$55	\$150
60 Day Job Posting	Free	\$105	\$295
90 Day Job Posting	Free	\$160	\$445


With the new MRPA website, you can now submit a job posting for your agency/organization/business. Please follow the instructions below. For additional assistance, please contact the MRPA office.

#### MRPA Office

301-352-7203

[lauren@mrpanet.org](mailto:lauren@mrpanet.org)

**Step 1:** Create an account or log in to an existing account.



Info Hub Login for  
MARYLAND RECREATION AND PARKS ASSOCIATION

Username

Password

[Forgot your Username or Password?](#)

Remember Me

[Don't have an Account?  
Create One](#)



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**Step 2:** Scroll down you're the side menu bar and select **"Careers"**.

MRPA MARYLAND RECREATION AND PARKS ASSOCIATION

Welcome to the MRPA connection and resource center (Info Hub)!  
Have fun and explore the new MRPA Info Hub!

- **Enhance Directory:** Members can search to find other members and filter search results by keyword or category.
- **Events:** Register and pay for events right in the Info Hub.
- **Manage Your Membership:** Pay invoices, as well as post and view Hot Deals, job postings, member-to-member discounts, events, and news.
- Review account history and pay all your invoices online from the Account area.
- **Explore the Resource Library:** Post videos, links, and other member-specific documents in one place to share with members.
- **MemberPlus App:**
  - Download from the iTunes store here - **MembersPlus IOS version**. NOTE: IOS 10 (or higher) are supported.
  - Download from the Google Play store here - **MemberPlus Android version**

[Click here to watch our tour to learn more!](#) You can also learn more by checking out the [Resource Tab](#).

Contact the MRPA Office if you have any questions. With expectations of a high volume of calls and emails, please be patient with the MRPA office as we try to help everyone adjust to the new system. You can also **submit a ticket** to the MRPA office if you have any questions or issues. We will respond to your ticket in the order they are received and as soon as possible.

**MRPA Office**  
4101 Crain Highway, Suite 201  
301-352-7203 (main office #)  
301-352-7461 (Operations Manager)  
Memberservices@mrpanet.org  
Lauren@mrpanet.org

**Step 3:** Select **"Add"**.

Careers

Search... Show only... Customize Results...

**Job Posting** **Playground Program Manager**  
*Park Maintenance, Recreation*  
Posted: 7/21/2023

**Job Posting** **Gymnastics & Leisure Programs Coordinator**  
*Other, Recreation, Sports/Fitness*  
Posted: 7/19/2023



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**Step 4:** Complete the form.

## Career

Please review the update **MRPA Job Postings Information Guide** instructions and pricing. Once your job post is submitted, the MRPA office will review and approve/deny within 48 hours. If a fee is require, and invoice will be sent to your email address.



### Submit a new Career

Title

Description

**B I U** **A** **T**

Search Description

Required

Categories

Job Type\*

Education Level\*

Experience Requirement\*

Organization\*

City\*

State\*

Primary Category\*

Salary Range\*

Please enter a salary range for the position. (example: \$48,000.00-\$60,500.00)

Application Link\*

File

20Mb max

No file selected.

Email address for invoice (if applicable)

**Step 5: Don't forget these fields.**

Add your application link (not required). Can also be added in the description.

Application Link\*

File  
20Mb max

Browse... No file selected.

Email address for invoice (if applicable)

Enter an email to send invoice (if applicable)

Contact (can edit)

Search

Select your fee item.

Posted by (displayed publicly)

MARYLAND RECREATION AND PARKS ASSOCIA

Publishing Package \*


Publish Start

07 / 21 / 2023

Publish End

mm / dd / yyyy

Search Results Image



Other images

+ Add Image

Add your logo or any image (not required)



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**Step 6:** Submit your job posting.

Search Results Image

Other images

+ Add Image Edit Image Remove Image

Submit

**Step 7:** Please allow up to 48 hours for your job posting to be approved. If there is a fee associated with your posting, an invoice will be sent to the email address you added in the form. Once payment is made, you will receive a receipt via email. Your job posting will appear in the “Member Info Hub” and MRPA website for public view. For additional questions or assistance, please contact the MRPA office.

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