



Pendleton-Fall Creek Board of Parks and Recreation
Office - 460 Falls Park Drive - Post Office Box 221
Pendleton, Indiana 46064
765-778-2222

"A Great Place to Play"

Pendleton- Fall Creek Park and Recreation Park Director

SUMMARY DESCRIPTION

The Park Director is responsible for leading the overall direction and operation of the park department and is responsible for all areas of organizational performance including financial results, safety and sustainability efforts, staff leadership and visibility within the community. The Park Director is responsible for creating a community focused approach to the delivery of park and recreation programs and services aligned with community needs. The Director manages a current budget of 1.5 million dollars and oversees nearly 300 acres of parkland which include: Fall Creek Golf Club & Restaurant, Alvin D. Brown Memorial Pool, a Sports Complex, plus 40 acres of nature trails along with a variety of rental spaces within Falls Park. The Park Director provides leadership and works in tandem with the Park Maintenance Director, Park Administrative Assistant along with the Fall Creek Golf Club management team. The Park Director reports to a seven (7) member Park Board and works collaboratively with the Town of Pendleton administration, along with a variety of community groups for providing spaces to gather and create life-long memories in Pendleton-Falls Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES Operations

- Provides strategic direction for the park through appropriate planning efforts such as strategic plans, master plans, budget planning and capital plans. Establishes work plans with short and long terms goals.
- Provides leadership support to the Director of Maintenance to oversee the maintenance and improvement of parks, trails, facilities, and infrastructure, ensuring high standards of safety and usability.
- Manages and supports Director of Maintenance on capital projects, including park improvements
- Lead and support Director of Maintenance, Park Administrative Assistant and Fall Creek Golf Club management team to ensure they are adequately equipped to work and lead their team in with the appropriate resources.
- Ensures support functions such as technology, marketing and customer service are continuously improving.
- Manage all essential duties as they arise

Community Engagement

- Serves as the "face" of the Pendleton-Fall Creek Township Park, ensuring strong relationships with the Town of Pendleton, residents, local businesses and stakeholders.

- Develops and nurtures partnerships, working relationships and communication with community and government organizations and the public at large.
- Creates avenues and opportunities for members of the community to engage the park department with suggestions, involvement, and feedback.
- Oversees the recreation programs and services delivery processes to ensure programs reach a diverse audience according to community demographics and community need.
- Keeps updated of trends in the field of parks and recreation.

Financial Management

- Oversees the management of a 1.5 million annual budget ensuring the needs of various amenities are allocated appropriately to meet the demands.
- Responsible for financial management of the park department and authorizes all departmental capital and operating budget expenditures. Ensures the best return on investment of financial and human asset resources.
- Identify revenue-generating opportunities, including grants, sponsorships, rental and program fees, to enhance the Park's financial position.

Human Resources & Staff Development

- Leads a team of personnel in support of operational excellence and works toward developing staff members through effective coaching, feedback and exerting accountability and an ethical workplace.
- Leads the department in all actions concerning the acquisition, development, operation and maintenance of park land and recreation facilities.
- Ascertains Park and Recreational needs and evaluate the adequacy and effectiveness of present programs.
- Directs responsibilities associated with emergency management, safety and sustainability practices.
- Promote workplace culture of innovation, teamwork, and excellence to support the mission of Falls Park: *To provide spaces to gather and create life-long memories.*

Qualifications & Experience

- Minimum of 5 years of experience in Director, Superintendent role within parks & recreation, municipal government or a related field.
- Preferred Bachelor's degree in Public Administration, Parks & Recreation Management, Business Administration, or a related field
- Strong strategic planning and vision-setting skills
- Proven financial acumen, with experience overseeing budgets and financial reporting
- Leadership and personnel management skills, with experience supervising teams and fostering a collaborative work environment with good communication and follow-up systematic reporting.
- Prominent community engagement and relationship-building skills, with a passion for public service and community development.
- Ability to effectively communicate with the public, Park Board, Town of Pendleton Administration, park staff and community partners.

Compensation & Benefits

- Salary Range \$75,000-79,000
- PERF retirement eligible
- Group health plan available
- Employer paid vision, dental and life insurance
- Paid Time Off (Personal Days, Vacation Days, Holidays)

How to Apply

Interested candidates should submit the following

1. Cover letter detailing interest and qualifications
2. Resume highlighting relevant experience
3. Three professional references

Submit applications to: jnoel@pendleton.in.gov. All application materials will be due by May 31, 2025.

For more information about Pendleton-Fall Creek Township Parks and Recreation visit:

<https://www.town.pendleton.in.us/parks-department> and or visit Pendleton-Falls Park Facebook page