

Director of Parks & Recreation — Job Description

Position Title: Director of Parks & Recreation

Department: Parks & Recreation

Reports To: Village Board

Location: Village of Palmyra, Wisconsin

Position Summary

The Director of Parks & Recreation provides leadership, planning, and operational oversight for the Village of Palmyra's parks, recreational facilities, beach operations, and community programming. This position is responsible for ensuring safe, well-maintained, and accessible parks and recreation services that enhance quality of life for residents while operating in a fiscally responsible and community-focused manner.

Essential Duties & Responsibilities

Leadership & Department Management

- Provide clear leadership and direction for all Parks & Recreation operations.
- Supervise full-time, part-time, and seasonal employees, including beach and event staff.
- Establish department goals, work plans, and performance expectations.
- Ensure compliance with Village policies, safety standards, and applicable state and local regulations.

Program Planning & Community Events

- Plan, organize, and oversee recreational programs and special events for all age groups.
- Coordinate seasonal programming, including summer recreation and beach-related activities.
- Promote participation and ensure events are well-coordinated, staffed, and safe.

- Evaluate programs and adjust offerings based on participation and community feedback.

Parks, Facilities & Grounds Management

- Oversee maintenance, cleanliness, and safety of Village parks, playgrounds, athletic fields, trails, and beach facilities.
- Coordinate repairs, upgrades, and seasonal tasks such as mowing, landscaping, and snow removal with the Department of Public Works.
- Manage facility scheduling, field reservations, and use permits.
- Identify capital improvement needs and make recommendations to the Village Board.

Budget & Resource Management

- Prepare and manage the Parks & Recreation Department budget.
- Monitor expenditures and ensure responsible use of public funds.
- Identify cost-saving measures and funding opportunities.
- Apply for, administer, and manage grants when applicable.
- Ensure efficient use of staff, volunteers, equipment, and materials.

Community Engagement & Communication

- Maintain positive relationships with residents, community organizations, and partner groups.
- Promote parks and recreation programs through appropriate communication channels.
- Respond to public inquiries, feedback, and concerns in a professional and timely manner.
- Represent the department at Village Board meetings, public meetings, and community events.

Strategic Planning & Innovation

- Develop short-term and long-term goals for parks and recreation services.
- Recommend improvements to facilities, programming, and service delivery.

- Align department goals with Village priorities and community needs.
- Adapt proactively to seasonal demands, operational challenges, and changing community expectations.

Minimum Qualifications

Education & Experience

- Associate's degree preferred in Parks & Recreation Management, Public Administration, or a related field preferred. High School Graduate required.
- Minimum of five (5) years of progressively responsible experience in parks, recreation, or municipal services preferred.
- Supervisory or management experience preferred.

Knowledge, Skills & Abilities

- Knowledge of parks and recreation operations, facilities maintenance, and public programming.
- Strong leadership, organizational, and communication skills.
- Ability to manage budgets, staff, volunteers, and multiple projects.
- Ability to work effectively with elected officials and the public.

Working Conditions & Physical Requirements

- Work schedule may include evenings, weekends, and seasonal demands.
- Combination of office work and outdoor fieldwork in varying weather conditions.
- Ability to perform physical tasks related to facility oversight when necessary.

Performance Evaluation

Performance will be evaluated based on leadership, program quality, facility management, budget oversight, community engagement, and achievement of department goals.

Equal Opportunity Employer

The Village of Palmyra is an Equal Opportunity Employer and encourages applications from qualified individuals of all backgrounds.