



Executive Director

York Center Park District

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Closing Date: 2022-06-08
Salary: DOQ

Description:

York Center Park District

Executive Director

This is a salaried, exempt full-time position that reports to the Board of Commissioners.

The Executive Director will have overall strategic and operational responsibility for York Center Park District's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

Individual must be positive, organized, have an excellent work ethic, and be able to effectively direct and manage a wide range of projects and tasks simultaneously. Applicants must have excellent communication skills and the ability to manage individuals, and teams of multiple departments that carry out the mission of the park district

Responsibilities:

Carry out the Mission Statement of the Park District

The York Center Park District was organized in 1971 with the following goals:

- To conduct programs which will enhance the leisure life of residents and their families.
- To encourage groups to develop such programs.
- To conserve the area's natural environment values.
- To acquire, protect, and develop other valuable resources.
- To strive to protect the community from environmentally destructive and degrading influences.

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize park district volunteers, board members, event committees, alumni, and partnering organizations
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee,

seek and build board involvement with strategic direction for ongoing operations

- Lead, coach, develop, and retain the park district's supervisory team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Manage the Loss Control Review process along side the Risk Management Consultant assigned by PDRMA.

Revenue & Communications:

- Expand local revenue generating activities to support existing program operations and regional expansion while simultaneously retiring building debt
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

Qualifications:

The Executive Director will be thoroughly committed to York Center Park District's mission. All candidates should have proven leadership, coaching, and relationship management experience. A Bachelor's Degree in Park and Recreation Administration or a related field is preferred. Five to ten (5-10) years progressive responsibility in park and recreation management with supervisory experience preferred. CPRP Certification from NRPA is preferred. Concrete demonstrable experience and other qualifications include:

- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

This is a salaried, exempt position with benefits

Link to York Center Park District Website:

<https://ycpdfun.myrec.com/info/news/details.aspx?NewsID=4478>