



The City of Carlisle, Arkansas is accepting applications for a Parks and Recreation Director. This position is essential for managing and improving local parks and recreational facilities.

Job Title: Parks and Recreation Director

Location: Carlisle, Arkansas

Job Type: Full-time

Salary: Minimum \$35,000 (negotiable based on experience and qualifications)

Job Summary:

The Parks and Recreation Director is responsible for planning, organizing, and directing the activities and operations of the Parks and Recreation Department. This position ensures the effective delivery of recreational programs, the maintenance of parks and facilities, and the promotion of community engagement through various activities.

Key Responsibilities:

Program Development and Management:

- Develop, implement, and oversee recreational programs and events that meet the needs and interests of the community.
- Evaluate program effectiveness and community feedback to make improvements.
- Coordinate with local schools, organizations, and volunteers to enhance program offerings.

Facility and Park Maintenance:

- Responsible for the maintenance and improvement of parks, playgrounds, sports fields, and recreational facilities.
- Ensure all facilities comply with safety standards and are well-maintained.
- Coordinate with public works or contractors for larger maintenance and improvement projects.

Budget and Financial Management:

- Prepare and manage the department's budget, including forecasting future financial needs.
- Seek and manage grants, sponsorships, and donations to support programs and facilities.



- Monitor expenditures and ensure cost-effective operations while maintaining quality services.

Community Engagement and Promotion:

- Serve as the primary liaison with Carlisle Public School District, community members, local government, and other stakeholders.
- Promote parks and recreation programs through various channels, including social media and community events.
- Address public inquiries and concerns in a timely and professional manner.

Policy and Planning:

- Develop and implement policies, procedures, and standards for the effective operation of the department.
- Prepare long-term strategic plans for parks and recreation development and improvement.
- Ensure compliance with local, state, and federal regulations and best practices in parks and recreation management.

Minimum Qualifications:

- Experience in Parks and Recreation Management, Public Administration, or a related field.
- Minimum of 3-5 years of experience in parks and recreation management or a related field.
- Proven experience in program development and budget management.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Proficiency in using computer software for budgeting, scheduling, and promotional activities.
- Ability to work flexible hours, including evenings and weekends, as needed.

Other job-related education and/or experience may be substituted for all or part of these basic requirements, upon approval of the city council and/or hiring committee.

Preferred Qualifications:

- Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field.
- Certification as a Parks and Recreation Professional (CPRP).
- Experience working in a municipal or public sector environment.
- Familiarity with grant writing and fundraising.



Physical Requirements:

- Ability to perform physical tasks related to the maintenance and inspection of parks and facilities.
- Ability to lift and carry up to 50 pounds.
- Ability to work in various weather conditions.

Application Process:

Interested candidates should submit an online application. In addition, they must submit a resume, cover letter, and references to sdrye@carlislear.org. Review of applications will begin on July 24th and continue until the position is filled.

Carlisle, Arkansas is an equal opportunity employer and encourages applications from all qualified individuals.

Background checks will be performed on the selected candidate.