



Bend Park & Recreation District

# Recreation Services Director

Recruitment Announcement  
Apply by March 24, 2025

[bendparksandrec.org](http://bendparksandrec.org)



*play for life*



## The Amazing Bend Community

Bend has transformed from a sleepy logging community to an outdoor paradise. Situated in the high desert of central Oregon, Bend has year-round outdoor recreation opportunities from skiing, cycling, mountain biking, fishing, hiking, white water rafting, and stand-up paddle boarding to enjoying quality time in its gold-medal award-winning parks with family and friends. Bend is a destination lifestyle-community, is the largest city in Deschutes County, and is home to approximately 105,000 residents and 30,000 visitors daily.

Bend is surrounded by picturesque public lands. The Cascade Mountains of the Deschutes National Forest, Newberry Crater National Volcanic Monument, high desert landscapes of Bureau of Land Management, and one of Oregon's most beautiful landmarks, Smith Rock State Park. These lands coupled with Bend's world-class urban park system make Bend a spectacular place to live, work and play.

Located along the eastern slope of the Cascade Mountain range, Bend has a temperate four-season climate, with 250+ days of sunshine. People in Bend are friendly and welcoming, and feel fortunate to live in a community filled with good restaurants, outdoor dining, trails, quality schools and a rich history. Bend is truly one of the treasured communities of the Pacific Northwest.



## The National Gold Medal District

Bend Park & Recreation District (BPRD) maintains 3,629 acres of parkland that includes 85 parks/open spaces and 89 miles of trail. The district offers over 1,000 recreation programs for all ages and abilities throughout the area and at three community recreation facilities. The district also hosts community events including the July 4th Pet Parade and several outreach events in neighborhood parks.

BPRD is an Oregon special district, established in 1974 by voters of the city of Bend. Prior to 1974, BPRD was a department of the city of Bend dating back to 1920. BPRD is governed by a five-member, elected Board of Directors and is managed by an executive director.

BPRD has an average of 700 employees that are led by an executive team consisting of the Executive Director, Recreation Services Director, Administrative Services Director, Community Engagement Director, Park Services Director, Planning and Development Director, HR Director, and Assistant to the Executive Director. The district has an annual operating budget of approximately \$35 million and a capital improvement budget of approximately \$20 million. BPRD is a two-time National Gold Medal Award winner and a Commission for Accreditation of Park and Recreation Agency (CAPRA) accredited agency. These accolades push district staff and elected officials to strive harder to provide quality services to the residents of our community and to share our expertise with other agencies across the state and nation.



## The Recreation Services Department and Position

The Recreation Department provides a broad range of programs and services through the following divisions and major program areas: aquatics, fitness, senior programs, ice and roller activities, afterschool care & camps, sports, arts & enrichment, therapeutic recreation & inclusion, outreach, customer service and rentals/events. The department operates three recreation facilities: Juniper Swim & Fitness Center, Larkspur Community Center, and The Pavilion which hosts ice and roller programs. A dedicated arts facility will open in the next two years.

The department currently employs 60 full-time staff and 500+ part-time staff and works with 40 program contractors and 50 facility user groups. The annual budget is currently \$17.5 million with revenue from fees and alternative funding sources recovering over 80% of this cost.

The Recreation Services Director works with the community and sets the direction, administers, plans and manages the activities of and operations of the Recreation Department, which includes recreation facilities, recreation programs and outreach. As a key member of the organization's Executive Team, the Recreation Services Director works with the Executive Director and department heads to ensure the recreation department strategy aligns with the organization's vision and mission.

## Opportunities and Challenges

The Recreation Department has a long history of high performance, responding to community needs and desires, and delivering services in high quality and financial sustainable manner. The district enjoys a very strong reputation and high satisfaction ratings, and is currently in the process of completing a new 5-year recreation programming plan in addition to the district-wide [2024-29 Strategic Plan](#).

The bar is high and the primary challenge moving forward will be to maintain this high level of service and strong reputation as the community continues to grow and evolve. Expectations remain high and increasingly diverse, facilities and programs approach capacity, and financial resources become more constrained. Fortunately, the district is in strong position to continue to deliver high quality, diverse and accessible recreation programs and services.

## The Successful Candidate

The successful candidate will be a strategic leader capable of establishing clear priorities and direction for each division within the department, overseeing critical areas such as budget management, program development, staffing, and the implementation of cooperative agreements. This individual will exhibit a collaborative and engaging demeanor, balancing strong financial acumen with exceptional interpersonal skills. They will be approachable, flexible and team-oriented, fostering positive relationships with staff, community stakeholders and the public.





## Knowledge and Skills

**Organizational Culture:** Promote and inspire an ethical organizational culture that values employee engagement, innovation, accountability and professional excellence. Lead by example to create an environment of integrity and respect while actively promoting diversity, equity and inclusion.

**Human Resources Management:** Demonstrate expertise in human resources management, including training, supervision, and fostering professional development for all team members in Recreation Services.

**Compliance and Policy Knowledge:** Ensure adherence to applicable laws, codes, regulations, policies and procedures relevant to Recreation Services. Stay informed on relevant legislative changes and regulatory updates.

**Fiscal Responsibility:** Utilize principles of governmental budgeting, purchasing and fiscal management to oversee budget preparation, allocation and administration. Manage large, complex budgets and resources in a cost-effective manner while meeting community recreation needs.

**Operational Excellence:** Apply best practices in organizational management, analyzing program policies and operational needs, and developing data-driven solutions to improve efficiency and effectiveness.

**Public and Business Administration:** Utilize sound public and business administration principles to support decision-making, operational improvements and fiscal stewardship.



**Effective Communication:** The successful candidate will possess excellent verbal and written communication skills, with the ability to persuasively communicate with various audiences.

**Policy Interpretation:** The ability to understand, interpret, explain and administer district policies, procedures and applicable laws with clarity and precision.

**Tact and Diplomacy:** Ability to exercise tact, diplomacy and discretion when handling sensitive and complex issues, ensuring confidentiality and professionalism.

**Strategic Leadership:** Plans and directs the department's work plan through management staff by setting goals and objectives for each division. Demonstrates strong organizational skills in prioritizing and delegating work to achieve objectives effectively.

**Independent Judgment:** Exhibits sound decision-making skills, taking the initiative to resolve issues and act in the best interest of the department and community.

**Collaboration and Relationship Building:** Able to work cooperatively with diverse groups and individuals, building positive and constructive relationships with staff, elected board members, community members and stakeholders.

**Problem-Solving and Analytical Skills:** Monitors and improves service delivery efficiency, identifying areas for improvement. Implements change and makes informed decisions to address complex problems in alignment with department goals.



## Education and Experience

### Required:

- Bachelor's degree in a related field;
- Eight (8) years of progressively responsible manager experience in leadership of recreation services, business or administration, preferably in a public sector environment;
- Three (3) years of supervisory experience; OR
- Any satisfactory combination of experience and training demonstrating the knowledge and skills described.
- Possession of, or ability to obtain valid Oregon driver's license within 30 days with an acceptable driving history as defined by district driving policy.

### Preferred:

- Prior experience in public recreation sector;
- Prior experience driving change and transformation and strong technology skills is essential, with knowledge of best practices and an ethos of continuous learning.

Studies have shown that some people are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one from a less traditional background. If you have transferable experience, please tell us about it!



## Compensation & Benefits

Pay range for the Recreation Services Director is \$125,168—\$176,422. The hiring range will be between \$125,168—\$155,208 and will depend on the qualifications of the successful candidate.

Bend Park and Recreation offers robust and competitive employee benefits, including medical, dental, and vision insurance, life, AD&D and long-term disability insurance, retirement and paid time off. Specific details can be viewed [here](#).



## Application/Selection Process

Applications will be accepted electronically via Paylocity by following this [link](#).

Applicants complete an online application, and supplemental questions, and will be prompted to provide a cover letter and resume. Selection process will include review of materials, interviews and pre-employment screening.

**This recruitment closes at 5:00 p.m. PST on Monday, March 24, 2025.**

Contact Sabrina Pinkerton at 541-706-6139, or by email at [sabrinap@bendparksandrec.org](mailto:sabrinap@bendparksandrec.org) for questions regarding this opportunity.

**District desired starting date is June 23, 2025.**





## **Equal Opportunity Employer**

The district is committed to equal opportunity for all persons. It is the district's policy to employ, retain, promote, terminate and otherwise treat all employees and job applicants on the basis of merit, qualifications and competence.

This policy shall be applied without regard to any individual's gender, gender identity (individual's actual gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth, or is transitioning gender), sexual orientation, race, color, religion, veteran status, national origin, age, marital status, political affiliation, or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, or any other status protected by the law unless based on a bona fide occupational qualification.