TOWN OF CUMBERLAND
JOB DESCRIPTION
Community Development Project Coordinator

POSITION: Parks and Recreation Director – Full Time
DEPARTMENT: Parks and Recreation
DATE: October 23, 2026
IMMEDIATE SUPERVISOR: Assistant Town Manager
FLSA STATUS: Non Exempt
SALARY RANGE: up to $85,000, depending on qualifications

GENERAL PURPOSE:

The Parks and Recreation Director is responsible for the strategic planning, development, administration, coordination, and oversight of the Town of Cumberland's parks, recreational programs, community events, and related public amenities. This position provides leadership in advancing the Town's parks and recreation objectives, enhancing public spaces, expanding recreational opportunities, and promoting a high quality of life for residents and visitors.

Working under the direction of the Assistant Town Manager, the Director collaborates with Town administration, the Park Board, other municipal departments, community organizations, businesses, contractors, and residents to develop and implement initiatives that support the Town's priorities and long-term community vision.

Primary responsibilities include departmental administration, recreational programming, community event management, capital improvement and project coordination, budget development and oversight, grant research and administration, strategic planning, , and community engagement.

SUPERVISION RECEIVED:

Works under the supervision of the Assistant Town Manager

DUTIES AND RESPONSIBILITIES:

The Parks and Recreation Director is responsible for implementing the Town's parks, recreation, and community enhancement objectives. Essential duties and responsibilities include, but are not limited to, the following:

1. Parks and Recreation Program Development

- Develop, implement, evaluate, and promote recreational programs, activities, and services that respond to the interests and needs of residents across all age groups and abilities.

- Identify opportunities to expand participation, improve program accessibility, and enhance the overall quality of recreational offerings.
- Establish program objectives and evaluate effectiveness, participation, and community impact.

2. Community Events and Activities

- Plan, coordinate, administer, and promote Town-sponsored events, festivals, seasonal celebrations, and other community activities.
- Coordinate event logistics, schedules, staffing, vendors, volunteers, permits, facilities, and related operational requirements.
- Evaluate event outcomes and recommend improvements to strengthen community participation and event effectiveness.

3. Parks Planning and Strategic Development

- Lead the development, implementation, and periodic review of the Town's Parks Master Plan, recreation plans, and other strategic initiatives related to parks, trails, open spaces, and recreational facilities.
- Provide recommendations to the Assistant Town Manager and Park Board regarding park planning, facility development, land use, capital improvements, operational procedures, and policies affecting parks and recreation services.
- Identify emerging community needs, long-term priorities, and opportunities for the responsible expansion and enhancement of parks and recreational amenities.

4. Project and Capital Improvement Management

- Coordinate and oversee parks, recreation, community enhancement projects from initial planning through implementation and completion.
- Develop and maintain project schedules, budgets, scopes of work, progress reports, and supporting documentation.
- Monitor project performance to promote timely completion, cost-effective use of resources, quality standards, and compliance with applicable requirements.
- Communicate project status, anticipated costs, challenges, and recommendations to Town administration and other appropriate stakeholders.

5. Budget and Financial Administration

- Assist with the development and administration of the Parks and Recreation Department's annual operating and capital budgets.
- Monitor expenditures, track project costs, evaluate resource requirements, and identify opportunities to improve operational efficiency.
- Ensure responsible stewardship of public funds and departmental resources in accordance with established financial policies and procedures.

6. Grant Development and Administration

- Research and identify federal, state, local, private, and nonprofit opportunities that support parks, recreation, trails, public spaces, facility improvements, and community programming.
- Prepare and coordinate grant applications, proposals, budgets, supporting materials, and required documentation.
- Administer awarded grants, monitor project milestones and expenditures, maintain compliance with funding requirements, and prepare required reports.
- Coordinate with Town administration and external partners to maximize funding opportunities and support eligible community improvement projects.

7. Community Engagement and Public Relations

- Serve as a primary departmental liaison to residents, neighborhood groups, civic organizations, businesses, community partners, and other stakeholders regarding parks and recreation services.

- Communicate program information, project updates, event details, and departmental initiatives through appropriate public information channels.
- Gather and evaluate community feedback to inform program development, service improvements, and future planning.
- Represent the department at meetings, public events, and community functions as appropriate.

8. Departmental and Intergovernmental Coordination

- Collaborate with Town departments and administrative staff to coordinate projects, address operational needs, and advance shared municipal priorities.
- Establish effective working relationships with local, county, state, and regional agencies and organizations, as appropriate.
- Support cross-departmental initiatives involving public spaces, infrastructure, community development, public safety, and quality-of-life improvements.

9. Vendor, Contractor, and Volunteer Coordination

- Coordinate the work of contractors, vendors, consultants, service providers, and volunteers supporting parks operations, facility improvements, programs, and events.
- Assist with the development of project specifications, service requirements, schedules, and performance expectations.
- Monitor contracted services and project deliverables for consistency with established requirements and applicable Town procedures.
- Promote effective communication, accountability, and positive working relationships with external service providers.

10. Parks, Facilities, and Public Space Enhancements

- Identify and recommend improvements to parks, playgrounds, trails, recreational facilities, landscaping, public art, and other community amenities.
- Coordinate facility improvement initiatives and support the effective use, maintenance, and long-term sustainability of public recreational assets.
- Evaluate opportunities to improve accessibility, functionality, safety, and the overall user experience of Town parks and public spaces.
- Coordinate with the appropriate Town personnel regarding maintenance needs, facility conditions, and operational priorities.

11. Administrative Management and Recordkeeping

- Maintain accurate and organized departmental records, including contracts, permits, grant documentation, project files, budgets, program registrations, event records, and related correspondence.
- Prepare reports, presentations, recommendations, and other written materials for Town administration, the Park Board, and other appropriate audiences.
- Ensure departmental documentation and administrative practices comply with applicable records retention requirements, Town policies, and relevant laws and regulations.

12. Community Partnerships and Resource Development

- Develop and maintain partnerships with schools, nonprofit organizations, businesses, civic groups, volunteers, and other community stakeholders.
- Pursue collaborative opportunities that expand recreational programming, support community events, leverage resources, and advance parks and recreation initiatives.
- Encourage community participation and identify opportunities for sponsorships, donations, volunteer engagement, and other permissible forms of support.

13. Other Duties

- Perform other related duties as assigned by the Assistant Town Manager or Town administration.

QUALIFICATIONS

Education and Experience

- A bachelor's degree in parks and recreation management, public administration, recreation management, community development, business administration, or a closely related field is preferred.
- Five or more years of progressively responsible experience in parks and recreation, municipal administration, project management, facilities management, community programming, event coordination, or a related field is preferred.
- Experience in local government, public-sector budgeting, grant development and administration, capital improvement projects, or public program management is preferred.
- Experience coordinating employees, contractors, consultants, volunteers, or community partnerships is desirable.
- An equivalent combination of education, training, and relevant professional experience may be considered.

Knowledge, Skills, and Abilities

- Knowledge of parks and recreation administration, public facilities management, recreational programming, community event planning, and municipal operations.
- Knowledge of strategic planning, project coordination, budget administration, grant management, and public resource stewardship.
- Ability to develop, implement, and evaluate programs, policies, projects, and initiatives that support municipal goals and community needs.
- Strong organizational, analytical, interpersonal, written communication, and public presentation skills.
- Demonstrated ability to manage multiple projects, competing priorities, deadlines, and operational responsibilities effectively.
- Ability to develop and monitor budgets, evaluate expenditures, prepare reports, and maintain accurate administrative and financial records.
- Ability to research funding opportunities and prepare grant applications, proposals, reports, and supporting documentation.
- Ability to establish and maintain effective working relationships with elected and appointed officials, Town employees, residents, community organizations, contractors, and external agencies.
- Ability to exercise sound judgment, work independently, solve problems, and make recommendations within established policies and delegated authority.
- Proficiency in standard office productivity software, project management tools, and other relevant administrative systems.
- Commitment to professional service, fiscal responsibility, transparency, collaboration, and continuous improvement in the delivery of municipal services.

SPECIAL REQUIRMENTS:

- Must have a valid State of Indiana Driver's License or ability to obtain one.
- Must be able to work occasional nights and weekends for meetings and/or events.

OTHER INFORMATION

- Does not supervise other employees

TOOL AND EQUIPMENT USED:

Town issued computer and related software – this would include Word, Excel, Power Point and Outlook. General office equipment such as phone, copy/printer, and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, sit, or walk; to use hands to finger, hand, feel, or operate objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The typical work environment is an office. The noise level in work environment is usually quiet in an office.