



**HARRODSBURG**  
MERCER COUNTY, KENTUCKY

## Job Opening: Operations Director

Anderson-Dean Community Park

### Harrodsburg, Kentucky

The Harrodsburg-Mercer County Tourist Commission is seeking a motivated, organized, and visionary leader to serve as the **Operations Director for Anderson-Dean Community Park**. This individual will oversee the day-to-day operations of one of Central Kentucky's premier community parks and play a key role in enhancing the experience for residents and visitors alike.

### Position Summary

The Operations Director is responsible for the overall management, administration, programming, scheduling, and daily operations of Anderson-Dean Community Park. This position serves as the primary administrator of park operations and works closely with the Maintenance Director to ensure the successful operation, programming, and growth of the park. The Operations Director will supervise the Assistant Operations Director and operations staff, coordinate park programming and facility usage, assist with budget management, and help implement the long-term vision for Anderson-Dean Community Park.

**Reports To:** Executive Director, Harrodsburg-Mercer County Tourist Commission

**Supervises:** Assistant Operations Director and Operations Staff

### Essential Duties & Responsibilities

- Oversee daily operations of Anderson-Dean Community Park.
- Supervise the Assistant Operations Director and any operations staff.
- Assist with hiring, training, scheduling, and employee evaluations.
- Coordinate facility reservations, league scheduling, tournaments, and special events.
- Work closely with the Maintenance Director and maintenance staff to ensure park facilities remain clean, safe, and well-maintained.
- Assist with the development and implementation of park policies and procedures.
- Manage operational budgets and expenditures.
- Serve as the primary point of contact for park users, athletic organizations, community groups, and event organizers.
- Identify opportunities for new programming, partnerships, and facility improvements.
- Support the Maintenance Director and maintenance staff in planning and coordinating facility improvement projects.

- Develop and implement new programs, events, leagues, and activities that enhance community engagement and visitation.
- Prepare reports and recommendations for the Executive Director and Tourist Commission Board.
- Ensure compliance with all applicable policies, procedures, and safety standards.
- Work evenings, weekends, and special events as needed.

## Qualifications

- Bachelor's degree in Parks & Recreation, Sports Management, Business Administration, Public Administration, or a related field preferred.
- Relevant experience in parks and recreation, facility management, operations management, sports tourism, event management, or a related field may be substituted for education.
- Strong leadership, organizational, communication, and problem-solving skills.
- Experience supervising employees and managing public facilities preferred.
- Ability to manage multiple projects and priorities simultaneously.
- Strong customer service and public relations skills.

## Preferred Experience

- Parks and recreation operations
- Athletic facility management
- Tournament and event coordination
- Personnel supervision
- Budget management
- Community engagement and customer service
- Sports tourism and recreation programming

## Compensation & Benefits

**Salary Range:** \$55,000 - \$70,000 annually, dependent upon qualifications and experience.

A comprehensive benefits package will be offered.

**Applications will be accepted until the position is filled.**

**The Harrodsburg-Mercer County Tourist Commission is an Equal Opportunity Employer.**