

Job Title: Parks and Recreation Director

Location: Ripley, Tennessee

Department: Parks and Recreation

Reports To: Mayor and Board of Aldermen

Employment Type: Full-Time, Exempt

Position Summary:

The City of Ripley, Tennessee is seeking a visionary and community-oriented **Parks and Recreation Director** to lead the planning, development, and management of the city's parks, recreational facilities, recreational programs, and public spaces. This leadership role is ideal for a candidate who is passionate about enhancing quality of life, promoting wellness, and fostering community engagement in a small-town setting.

Essential Duties and Responsibilities:

- Direct and oversee the daily operations of Ripley's parks, recreational facilities, and programs.
 - Develop and implement recreational activities, sports leagues, and community events for all age groups.
 - Manage departmental budgets, grants, and capital improvement projects.
 - Supervise staff, seasonal employees, and volunteers; ensure proper training and performance evaluations.
 - Collaborate with city officials, schools, civic groups, and residents to assess needs and promote recreational opportunities.
 - Ensure compliance with safety standards and local, state, and federal regulations.
 - Lead strategic planning for future park development and recreational programming.
 - Promote environmental sustainability and accessibility across all facilities and programs.
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Desired Minimum Qualifications:

- Bachelor's degree in Parks and Recreation Management, Public Administration, Education, or a closely related field, and/or three (3) years of supervisory and management experience in parks and recreation, education, or a related municipal or public service setting, or an equivalent combination of education, training and experience.
- Strong leadership, communication, and organizational skills.
- Experience in budgeting, personnel management, and community outreach.
- Familiarity with recreation programming, facility operations, and park planning.

- CPR/First Aid certification or ability to obtain within 6 months of hire.
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Residency Requirement:

The selected candidate must establish residency within Lauderdale County, Tennessee within 6 months of hire and maintain residency for the duration of employment.

Compensation and Benefits:

Salary is commensurate with experience and qualifications. The City of Ripley offers a competitive benefits package including health insurance, retirement contributions, paid time off, and professional development support.

Application Process:

Interested applicants must submit a cover letter, resume, five (5) job related references and a City of Ripley standard job application by 12:00 p.m. Thursday, October 30, 2025. The job application and additional information may be picked up at Ripley City Hall or found at the City of Ripley's website: <https://www.cityofripleytn.com>.

Completed applications and supporting documentation can be emailed to Ripley City Recorder, dbuckner@cityofripleytn.com or mailed to Donna Buckner, Ripley City Recorder, 110 S Washington Street, Ripley, TN 38063 or hand delivered to Ripley City Hall at the above address.