

# Parks and Recreation Director



**An Exciting Leadership Opportunity in a City Full of Potential**





# Welcome to Great Falls!

Nestled along the Missouri River in the heart of Big Sky Country, Great Falls offers a rare blend of outdoor adventure, community charm, and professional opportunity. With a population of just over 60,000, it is Montana's third-largest city and a regional hub for healthcare, retail, education, and military operations. Our growing community is anchored by Malmstrom Air Force Base, boasts a thriving arts scene, and is surrounded by four mountain ranges, three rivers, and unmatched recreational access.

The “secret” to Great Falls lies in its easy proximity to both urban amenities and the great outdoors—offering residents and visitors alike the best of Montana's natural beauty and lifestyle.



Whether hiking the River's Edge Trail, fishing on the historic and scenic Missouri River, exploring the C.M. Russell Museum, or enjoying downtown festivals, Great Falls delivers on quality of life. The city is known for its welcoming spirit, safe neighborhoods, and family-friendly atmosphere. It also boasts a stable economy, short commute times, and some of the most affordable housing costs in the country — all contributing to a high quality of life and a true sense of community.

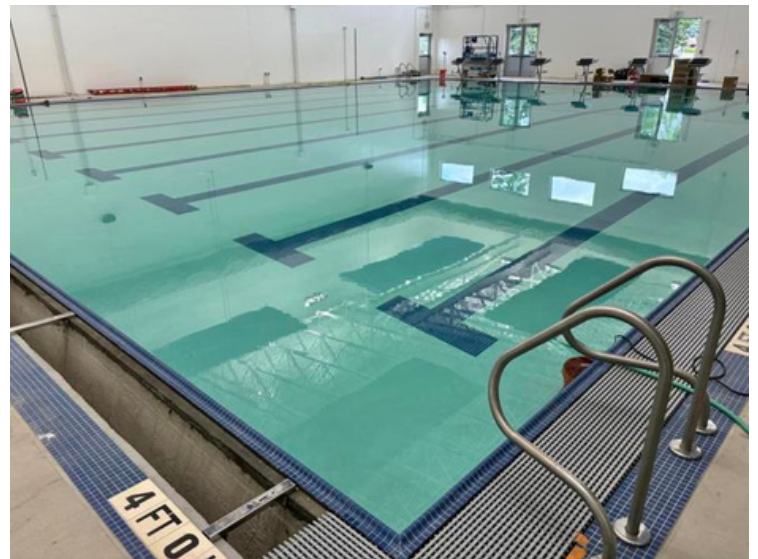
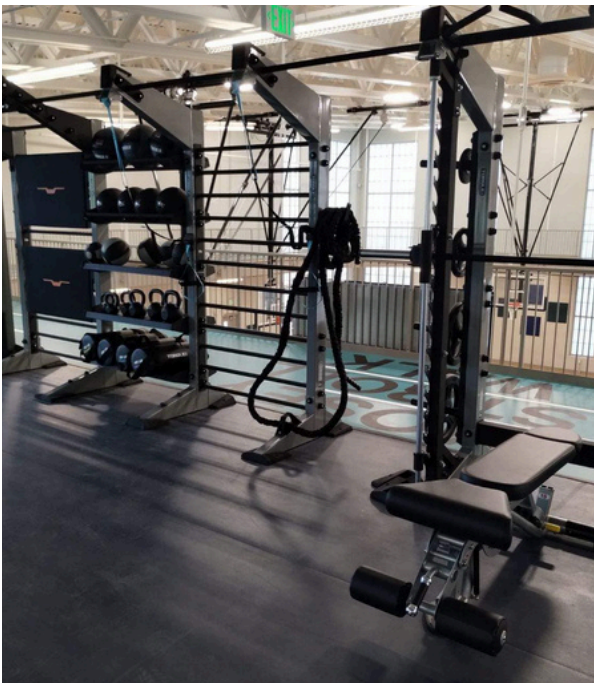
# The Opportunity

The City of Great Falls is seeking a motivated, community-oriented **Parks and Recreation Director** to lead a department poised for growth and transformation.

The recent opening of the state-of-the-art Scheels Aim High Big Sky Recreation and Aquatics Center marks an exciting new chapter—one that calls for bold, visionary leadership to realize its full potential.

**“This is more than a management role—it's a chance to shape how Great Falls plays, gathers, and grows.”**

The Parks and Recreation Director is part of the Executive Leadership Team. You'll be joining an experienced group of committed professionals, supported by an engaged City Commission, and reporting directly to the City Manager.



If you believe recreation can be transformative and have the leadership chops to make it happen, we want to hear from you!



# About the City Government

The City of Great Falls operates under a Commission-Manager form of government, where leadership is shared between an elected Mayor and four Commissioners, who serve as the legislative body, and a City Manager, who oversees day-to-day operations.

As a full-service municipality, the City of Great Falls delivers a broad range of essential services—including police, fire, public works, library services, community development, and of course, parks and recreation.



Citizen engagement is a cornerstone of local governance, supported by active advisory boards and nine neighborhood councils that ensure residents have a strong voice in civic decision-making.

Since 2008, the City Manager, Greg Doyon, has brought a distinctive blend of private-sector acumen and public-sector commitment to the role. A certified public manager and graduate of Harvard Kennedy School's Senior Executives Program, he champions a leadership philosophy rooted in accountability, strategic foresight, and collaboration across all levels of the organization.

# About the Position

The Parks and Recreation Director oversees a diverse portfolio that includes:

- Recreational programming for all ages and abilities
- The new Scheels Aim High Big Sky Recreation and Aquatics Center
  - A multi-sports complex supporting tournaments, leagues, and community activities
- Tennis and pickleball courts, outdoor pools, and a wide array of parks and trails
- Urban forestry and natural resource stewardship
- Seasonal programs and special events that enhance community engagement

**The Director is responsible for ensuring programs and facilities are responsive to community needs, financially sustainable, and aligned with the City's strategic goals.**

This includes oversight of a multi-million-dollar departmental budget, cost recovery modeling, capital planning, and personnel management.

Current priorities include:

- Operational excellence and long-term planning for the Scheels Aim High Big Sky Aquatics and Recreation Center facility
- Modernizing user fees and point-of-sale systems
- Enhancing maintenance and programming across parks and trails
- Building external partnerships and maximizing grant opportunities
- Expanding youth, adult, and senior recreation programs

Looking ahead, the department is encouraged to focus on long-term sustainability, make thoughtful use of technology and data, and maintain strong community connections. Exploring new funding opportunities and continuing to invest in staff growth will help ensure continued success and adaptability.

# About the Department

The City of Great Falls Parks and Recreation Department offers a wide variety of programs and facilities designed to engage residents of all ages and interests including:

## **Aquatics & Recreation Facilities**

[Scheels Aim High Big Sky Aquatic and Recreation Center](#): This state-of-the-art facility features an 8-lane lap pool, a recreation pool with a water slide, a lazy river, zero-depth entry, a full-court gym for basketball, volleyball, and pickleball, weight and cardio equipment, fitness rooms, party and programming spaces, and a lounge with a fireplace.

[Electric City Water Park](#): A popular summer destination offering water slides, a lazy river, and other aquatic attractions for family-friendly fun.

## **Sports & Recreation Programs**

[Youth and Adult Sports](#): The department organizes leagues and programs in basketball, softball, volleyball, and swimming.

[Summer Camps](#): A variety of camps are available covering interests such as art, science, sports, dance, and hiking. These camps are designed to keep children active and engaged during the summer months.

[Other Community Sports](#): Partnerships with local organizations provide opportunities in Little League baseball, soccer, ice skating, two privately managed 18-hole golf courses (Eagle Falls & Anaconda Hills) and more.

## **Parks & Trails**

[City Parks](#): Great Falls maintains 57 parks, offering spaces for picnics, sports, and special events. Many parks are available for rent for weddings and other occasions.

[River's Edge Trail](#): Running alongside the historic Missouri River, the 58-mile River's Edge Trail is one of the crown jewels of Great Falls. This expansive and scenic trail system connects numerous city parks, neighborhoods, and natural areas, offering year-round opportunities for walking, biking, and wildlife observation. It not only enhances recreation but also strengthens the community's relationship with its riverfront, showcasing the natural beauty and cultural legacy of the area.

## **Annual Events & Community Engagement**

[Special Events](#): The department hosts various events throughout the year, including the Ice Breaker Road Race, Easter Egg Hunt, Electric City Winter Classic Basketball Tournament, and Kids Fishing Day, fostering community spirit and engagement.

Park and Recreation comprises the following Divisions: Recreation, Forestry, Parks, Aquatics, and Trails.

- Annual Budget FY2025: \$9,482,257

# The Ideal Candidate

## We are looking for someone who is...

- **Strategic and Purpose-Driven** - A systems thinker with the experience to manage operations while also setting vision and long-term goals.
- **Inspirational Leader** - Exceptionally communicative to community, city manager, and staff. Skilled at developing high-performing teams, mentoring staff, and creating a culture of service, and safety.
- **Community Connector** - A relationship-builder who listens well, engages openly, and works collaboratively with stakeholders, user groups, and the public.
- **Business-Minded Manager** - Proficient in budgeting, cost recovery, contract management, and operational oversight—with a passion for continuous improvement.
- **Innovator and Change Agent** - Willing to challenge the status quo, introduce new ideas, and explore creative revenue models, programs, and partnerships.

## QUALIFICATIONS

### Required:

- Bachelor's degree in Parks and Recreation Administration or a related field
- A minimum of five (5) years of supervisory experience in parks, forestry, aquatics, or recreation
- Valid Montana driver's license (or ability to obtain one within – state time period allowed).

### Preferred:

- Master's degree or equivalent professional experience
- Current CPRP (Certified Parks and Recreation Professional) certification
- Proven experience in cost recovery, capital improvement planning, and public engagement

## COMPENSATION AND BENEFITS

- A competitive annual salary of **\$115,400 – \$135,800** depending on qualifications
- Excellent health, dental, and vision insurance
- Retirement plan participation (PERS)
- Paid vacation, holidays, and sick leave
- Reasonable relocation assistance available

This is an exempt position with a typical 40-hour workweek, Monday through Friday, with some evening and weekend responsibilities for meetings and events.



## Position open until filled.

First review of applications will begin  
June 9, 2025

### Apply online at:

<https://www.governmentjobs.com/careers/greatfallsmt/jobs/4947943/parks-recreation-director?page=2&pagetype=jobOpportunitiesJobs>

How  
to  
Apply



For questions, contact: Greg Doyon, City Manager  
(406) 455-8450

