



**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**  
Beaverton, Oregon

**SPORTS MANAGER**  
**RECREATION MANAGER**  
**\$108,516 - \$160,776 EACH**

*Plus Excellent Benefits*

Apply by  
**August 14, 2022**  
*(First Review, Open Until Filled)*



## THE COMMUNITY



Headquartered in Beaverton, Oregon, Tualatin Hills Park & Recreation District (THPRD) is an award-winning park district located in one of the most beautiful and livable areas of the Pacific Northwest. Nestled between the vibrant city of Portland and the green farm fields of Western Washington County, Beaverton offers a strong business environment and the attractions of a large metropolitan area, while still maintaining a home-town feel. The community prides itself on its remarkable atmosphere, natural beauty, high achieving schools, many parks, and a wide variety of cultural and recreational opportunities.

Located seven miles west of Portland, Oregon in the heart of the “Silicon Forest”, the economic lifeblood of the region, Beaverton is Oregon’s sixth largest city and the second-largest incorporated city in Washington County. Beaverton is home to nearly 300 high tech companies, including the headquarters of globally recognized Nike and Tektronix. Beaverton is a culturally diverse, family-friendly city and is well-known for its many well-planned neighborhoods and its outstanding school system. Nationally acclaimed for high SAT scores, Beaverton schools have formed strong partnerships with area businesses. Several highly regarded private schools, as well as some of the region’s best state and private universities and community colleges are also conveniently located within 30 miles of Beaverton.



The area is known for its low crime rate and there is a wide variety of housing stock, ranging from single-family houses on quiet cul-de-sacs to urban core condominiums near shops and light rail transit stations. Beaverton offers a variety of family activities and amenities, including the region’s largest farmers market, a new library, and more than 100 parks, bike paths and hiking trails. It is also located within an hour’s drive of popular natural areas including the Oregon coast, Mt. Hood, and the Columbia River Gorge.

THPRD provides both citizens and guests a bounty of natural, historic, and scenic views while taking advantage of the available swimming pools, tennis and basketball courts, baseball, softball, and soccer fields.

## THE DISTRICT

Formed in 1955, THPRD has a five-member board of directors and is the largest special park district in Oregon, spanning 50 square miles and serving about 250,000 residents in the greater Beaverton area. THPRD serves the City of Beaverton and unincorporated areas of Washington County to provide all park and recreation amenities in the greater Beaverton area.

The district provides year-round recreational opportunities for people of all ages and abilities, including thousands of widely diverse classes, 117 park sites with active recreational amenities, nearly 70 miles of trails, eight swim centers, six recreation centers, and 1,500 acres of natural areas. The district also offers 104 baseball and softball fields, 147 multipurpose fields, 60 indoor and outdoor basketball courts, 110 indoor and outdoor tennis courts, volleyball courts, skate parks, dog parks, historic sites, and community gardens.



THPRD operates on an annual operating budget, for 2022, of over \$63 million with 194 full-time employees, 22 part-time employees, and 650-1,000 seasonal employees. THPRD is organized into five divisions, led by directors who report to the general manager, that oversee district operations. District divisions include Communications, Finance Services, Human Resources, Park Services, and Recreation Services.

## THE POSITIONS

It is the intention of THPRD to hire two individuals – one for each of the below positions. Each position will report to a separate division Director.

### Sports Manager

Under the direction of the Sports & Inclusion Director, the Sports manager is responsible for the planning, promotion, implementation, and supervision of all program services and staff at the following district locations: Babette Horenstein Tennis Center, Athletic Center, Garden Home Recreation Center, Elsie Stuhr Center.

This position is associated with the adaptive and inclusion recreation programs. This position coordinates relationships with affiliated sports groups, the Beaverton School District, and other partner groups and agencies, and is responsible for the overall coordination of districtwide sports matters. The Sports manager will participate in confidential high-profile negotiations regarding district services and partnerships.

### Recreation Manager

Under the direction of the Recreation & Aquatics Director, the Recreation manager is responsible for the planning, promotion, implementation, and supervision of all program services and staff at the following district locations: Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, and the Tualatin Hills Nature Center.

The new Recreation manager manages the districtwide out of school program THRIVE, all-day camp programs, 9-month preschool programs, and the customer service team.

For a full job description and to understand the full general scope of responsibilities for both of these positions, please view the attachment found [here](#).



Each position will have direct supervision over assigned staff, programs, and facilities. Each Manager will exercise independent decision-making on project management based on priorities, workload, and other relevant factors. Decisions in this class have a few absolute guidelines and are often based on professional judgement and collaborative work with district leadership, technical staff, and other stakeholders. A key opportunity for each position is to rebuild programs and reopen facilities to full operations. There also may be a need to adapt to changing situations with participants, parents, and the community with a problem-solving drive to help customers.

## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's degree with major course work in a related field, or equivalent work-life experience, and a minimum of seven (7) years of increasingly responsible experience in parks and recreation, including a minimum of three (3) years of experience in management or as an expert individual contributor responsible for leading employees and projects. Candidates should have experience in a variety of Human Resource areas such as hiring staff, staff evaluations, and employee relations.

Candidates must have a valid Oregon driver's license by time of hire. A Certified Park & Recreation Professional (CPRP) is preferred. Bilingual and multilingual skills are preferred. THPRD is looking for candidates that are visionary leaders and independent thinkers with strong written and verbal communication skills. Candidates will need to understand the community's needs and how programs relate to health and wellness.

**Necessary Knowledge, Skills, and Abilities:**

- Knowledge of theories, principles, procedures, standards, practices, information sources, and trends in the fields of both recreation and leisure activity programs.
- Knowledge of the principles and practices of needs assessments, program implementation, and program evaluation appropriate to assigned sites.
- Knowledge of the principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Skills in safety management practices applicable to supervising participants and staff in diverse recreational activities.
- Skills to demonstrate the principles and practices of sound business communication.
- Ability to locate community resources and potential funding/sponsorship sources.
- Marketing and public relations practices and techniques.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.

**COMPENSATION & BENEFITS**

- **Sports Manager: \$108,516 - \$160,776**
- **Recreation Manager: \$108,516 - \$160,776**
- Medical, Dental, & Vision Insurance
- Life Insurance, LTD, & Long-Term Care
- District Pension Plan
- Optional 457 Deferred Compensation Plan
- Vacation
- Sick Leave
- 11 Paid Holidays
- Employee Wellness Program
- Flexible Spending Account
- Health Reimbursement Arrangement
- Educational Aid
- Employee Assistance Program (EAP)
- Hybrid Work Options

**For more information on THPRD,  
please visit: [www.thprd.org](http://www.thprd.org)**

The Tualatin Hills Park & Recreation District (THPRD) is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 14, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "Tualatin Hills Park & Recreation District, OR – Sports Manager & Recreation Manager", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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