WINTER HAVEN
The Chain of Lakes City

WELCOMES YOUR INTEREST
IN THE POSITION OF

ASSISTANT PARKS,
RECREATION & CULTURE DIRECTOR
A VIBRANT COMMUNITY

Attractive Destination to Call Home
Winter Haven offers an authentic Florida lifestyle. It’s a classic medium-size city that chooses to differentiate itself with an understated cool vibe. Arts and culture, playful fun, music fusion, affordable homes, a craft brewery, and local eateries are just a sampling of daily life.

Walk the brick-lined downtown streets and explore well-manicured green space with outdoor sculpture displays, great restaurants, and a 32,000-square-foot state-of-the-art Library. The expanding downtown core is home to unique shops, one-of-a-kind restaurants, the Central Park District through the center of town, and a healthy business district.

Winter Haven has a thriving and diverse business community with a foundation in small business, but with numerous larger institutions. Industry sectors with the strongest growth include data technology and storage, healthcare, logistics and distribution, and hospitality. And let’s not forget about Winter Haven’s Regional Airport with a restaurant, retail space, hangar leasing, and other airport amenities.

Lakes, Lakes, Lakes
More than 80,000 people choose to live in the greater Winter Haven area taking advantage of its year-round recreation, climate, and central location. The City stretches over 40 square miles, much of which takes the form of sparkling, fun-filled lakes.

Winter Haven is known as the Chain of Lakes City with two chains connecting 24 lakes. Covering nearly 30 percent of our community, about a quarter of the city's population resides adjacent to a lake, and the area is quickly becoming known as the “Inland Coast.” With 50 lakes inside the City limits, 22 boat ramps, 14 public docks, and 30 waterfront parks, there are a multitude of opportunities for both residents and visitors.

Award-Winning Downtown
Downtown Winter Haven recently received the Great Place People’s Choice Award, from the American Planning Association – Florida Chapter, beating out other quality destinations in Florida! Located in almost the exact geographic center of Florida, Winter Haven is the second largest city, population wise, in Polk County. More than 175 popular special events are offered annually, many of which are staged in the downtown Central Park District. A vibrant and active downtown hosts live music regularly at just about every corner establishment – and outdoors every Friday evening. The historic Ritz Theatre located in the downtown hosts live theatre productions by the award-winning Theatre Winter Haven.

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Community partners such as the dynamic Main Street Winter Haven organization and exceptional Greater Winter Haven Chamber of Commerce offer unique festival opportunities, attracting people from all over the southeastern United States.

Gram Parsons Derry Down, an authentic Americana historic music venue in downtown Winter Haven, offers a stage for musicians, young and old, to gather and share their talents, attracting music lovers from hundreds of miles around. Multiple arts and culture opportunities are also available in galleries, parks, and other venues throughout the City!

LEGOLAND Florida Resort theme park is a 150-acre family destination with more than 50 rides, shows and attractions geared for families with children ages 2 to 12, as well as ultimate LEGO fans.

Enjoy the outdoors! Fishing, ‘baseball and softball tournaments’, nature parks and trails, and water activities such as boating, skiing, fly boarding, wakeboarding, paddle boarding and kayaking are all readily available throughout the community.

Education Opportunities
The Winter Haven community cares about its schools and children. Businesses and individuals alike are involved in our public education system and its goals, through advocacy, community engagement, and collaborative partnerships to assure schools are different in quality, relevance, and student performance. Winter Haven has 11 elementary schools, four middle schools, and two high schools, with options for magnet, charter, parochial and private schools.

Winter Haven is home to Polk State College (PSC), which offers more than 20,000 students per year cost-effective and affordable four-year degrees. PSC’s Advanced Technology Center is home to the Corporate College and offers high-tech programs such as Engineering Technology and Supply Chain Management. By way of an established partnership, PSC also provides Public Safety and Leadership Development education and training for the City. Florida’s newest university, Florida Polytechnic, located less than 30 minutes away from the City is dedicated entirely to Science, Technology, Engineering, and Mathematics (STEM).

Live, Work & Play Here
Winter Haven, Florida continues to experience steady and controlled growth as it transforms into a distinctively unique City, embracing the values and needs of its residents. It sets its sights on attracting millennial families and young professionals looking for a vibrant, growing and energetic community with a "hometown" feel. Of course, no matter what the age, Winter Haven welcomes those young at heart interested in experiencing this unique lifestyle.
CITY GOVERNMENT

The City of Winter Haven operates under a Council-Manager form of Government. Five elected City Commissioners are responsible for City policy. The City Manager, who reports to the Commission, is responsible for day-to-day operations. The City has a 500+ workforce.

ASSISTANT DIRECTOR OF PARKS, RECREATION & CULTURE

The Parks, Recreation & Culture Department is responsible for a variety of services and facilities including nature-parks, roadway beautification, athletic venues, swimming pools, trails, recreation centers, rental facilities, the public library, Willowbrook Golf Course, cemeteries, city-wide facility maintenance, cultural arts, and countless programs and special events. Recent investments include the Winter Haven Clay Court Tennis Center, Lake Maude Park, renovation of South Central Park, and the iconic 86,000 sf AdventHealth Fieldhouse & Conference Center which opened in January 2020.

The Assistant Director will be expected to perform highly responsible professional work involved with the operation and management of this progressive recreation and cultural organization. The selected candidate will be directly responsible for the oversight of recreation facilities, programs, staff, budget and fiscal management. It is envisioned the Assistant Director will develop, manage, and advance the City’s commitment to recreation and cultural activities. This position will report directly to the Parks, Recreation & Culture Department Director, and will be expected to serve in an acting capacity any time the Director is unavailable.

Under the guidance of the Parks, Recreation & Culture Director, the Assistant Director will work in concert with City employees, leadership, and community stakeholders to engage the community to determine desired service provisions, engage and motivate employees, and provide strong leadership within the community. The City seeks to establish equity as a shared value and operating principle; promote diversity; foster an inclusive environment where employees and citizens feel a sense of belonging; cultivate a culture that encourages collaboration, flexibility, and fairness; and proactively seek to connect diverse ideas in different ways to achieve common goals.

QUALIFICATION

Education
Minimum education and training requirements are possession of a Bachelor’s degree in Recreation & Leisure Administration, Leisure Sciences, Business Administration, Public Administration or a closely related field from an accredited college or university. Certified Park and Recreation Professional or Certified Park and Recreation Executive designation is desired.

Work Experience
The ideal candidate will have at least five (5) years of increasingly responsible experience in the administration of recreation and culture organizations, preferably within a similar or larger size organization.

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**Desired Attributes**

- Wants to make a difference
- Flexibility to work a varied schedule
- Politically sensitive and results oriented
- Sound judgment and decision-making skills
- Ability to organize multiple tasks concurrently
- Strong written and verbal communication skills
- Knowledge of managerial principles and practices
- Ability to work with others to collaboratively solve problems
- Fosters a team atmosphere with city leadership, employees, elected officials, and citizens
- Familiarity with concepts, national trends, and current issues related to the provision of recreation

**COMPENSATION**

The salary range is $64,064 to $103,751 and the starting salary is negotiable, depending on qualifications. Also offered is a comprehensive package of a full range of leave benefits, health and life insurance, and a defined contribution plan, with the City contributing 7.5% of salary and an employee contribution of 3% of salary.

**HOW TO APPLY**

Send application with cover letter and resume by March 11, 2020, to:

Click Here for Online Application

Human Resources  
City of Winter Haven  
P.O. Box 2277  
Winter Haven, FL 33883  
humanresources@mywinterhaven.com  
863-291-5650

For additional information regarding the City, visit [www.mywinterhaven.com](http://www.mywinterhaven.com)

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*Through Exceptional Service*

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