



NOVEMBER 2022

RECREATION DIRECTOR



Town of Hayden, Colorado

THE COMMUNITY

Founded in 1906 and located 25 miles from the City of Steamboat Springs, CO and 16 miles from the City of Craig, CO, Hayden is a growing community that is quickly setting the pace for sustainable growth in a rural setting. Our purpose is simple: "Hayden exists to be a place to thrive". The community prides itself on its values, people, and community. With an estimated population of 2,100 and growing, Hayden is quickly becoming one of the best rural areas to live in Colorado. We are home to the Yampa Valley Regional Airport, 1 gig symmetrical broadband, great parks, increasing businesses, brand new K-12 school campus, and a community center that will soon be one of the main focal points for the Yampa Valley.

Since 2017, Hayden has seen a 5% population growth year-over-year with a population of approximately 1700 in 2016. With the regional airport located within the Hayden town limits, Hayden is a full-service municipality with the exception of fire which is serviced by West Routt Fire Protection District. Residents enjoy a full four seasons with outdoor access to some of Colorado's best outdoor opportunities including Steamboat Ski Resort, premier hunting and fishing, hiking, and many public land opportunities. You can be on public land within 10 minutes in any direction making Hayden very attractive for outdoor enthusiasts. Unlike some rural areas in Colorado, Hayden has the benefit of being centrally located between two bigger cities giving people access to city amenities while still living in a rural setting; we truly have the best of both worlds.

With a school district that recently completed a brand-new school; the Hayden Center that is quickly becoming a regional hub for the health and wellness, arts and culture, and regional events; and a quickly growing outdoor industry, the community outlook is exciting and the new Recreation Director will be a leader in helping to continue Hayden's prosperity through our recreational assets and opportunities. Our mission statement includes "empowering each neighbor with sustainable investments, sufficient outdoor recreational resources". We are looking for a Recreation Director that will help lead the community's indoor and outdoor recreational future through community health and wellness as stated in our mission statement.



THE ORGANIZATION

The Town of Hayden is looking for a new Recreation Director to lead its recreation department. The rec department is comprised of 3 FTE's and several part-time employees. The recreation director is in charge of all indoor and outdoor recreational programming and management of the fitness side of the Hayden Center, the community center recently renovated and finalizing renovations in January 2023. They also coordinate several outdoor events and outdoor programs for both youth and adults.

This is an exciting opportunity because the recreation director will be in charge of leading one of the biggest growing departments for the Town. Assets continue to increase and Hayden is growing. Our biggest challenges within the community are coal transition and housing. Hayden is a great place to live and housing is becoming more expensive. The Town is being proactive and encouraging multiple housing opportunities. On the recreational side, the biggest challenges are the continued growth of the community, expansion of our programs (as outlined in the job description), and continued programming and management of the Town's recreational programs and events. These will be unique challenges and the recreation director will play the key role in making them happen.

The above are just some of the exciting opportunities Hayden has to offer the next Recreation Director. The next five years will determine the success of the next five years, and this position will be a key figure in helping Hayden maintain its community while planning for the future.

Vision

Anyone looking for a more authentic life can find connection, acceptance, and prosperity.



COMMUNITY VALUES

Authenticity, Heritage,
Welcoming, Inclusivity,
Community, Optimism,
Thoughtfulness, Intelligence

THE IDEAL CANDIDATE

The Recreation Director should have the disciplines customary to modern recreational management while being able to think like an entrepreneur. The ideal candidate will have experience in, but not limited to, general public recreational management, fitness, event planning, health and wellness, very good social skills, programming experience, and the ability to work with multiple partners in creating and enhancing programs for all ages and abilities through recreation, health and wellness. They should be very nimble, yet ensuring that we are following the Town of Hayden vision and mission statements and adhering to our core values. They must have a good working knowledge of all of the above while being able to lead people in volunteer and paid capacities.

The ideal candidate is a strong and decisive leader, a bold advocate, and a visionary capable of applying the Town of Hayden recreational plans and opportunities with intelligence, artistry, and common sense. The next director will be solution-oriented, entrepreneurially driven, with impeccable integrity and the highest ethical standards.

The ideal candidate must be able to hit the ground running. Work load will often exceed a normal 40 hour per week with multiple day time and evening meetings. The organization provides a lot of flexibility for work-life balance and puts all its emphasis on completing the job and not in-person office time. At the same time, the director should expect a lot of office time as they are meeting with members of the community often and helping to guide the Hayden Center.



Our Mission:
Empowering each neighbor with sustainable investments, sufficient outdoor recreational resources, an inclusive & welcoming culture, and diverse means & opportunities to prosper.

SKILL SETS DESIRED

The successful candidate is politically astute without being political, someone who can apply the programs and policies of the Town with common sense to find "the best right answer" without being bureaucratic or heavy handed. Yet, as mentioned above, they should know the difference between helping to get things done and risking quality and integrity of the community's standards. The Town is very active in grant writing, and the director will be a central figure in helping achieve this success. In the last five years, the Town has brought in over \$20 million in grant funding.

The next director has expert outward-facing and inward-facing communication skills and is able to communicate to a broad audience, including briefings to the Town Council, Town Manager, working with City of Craig and City of Steamboat, Town of Oak Creek, Routt County Fair Board, Hayden School District, residents, businesses, and other groups alike. They must be very "thick-skinned" and be able to embrace any challenge that the Town may face.

The successful candidate has a command presence, courage, and true passion for community development.

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BENEFITS AND COMPENSATION PACKAGE

The Town puts a strong emphasis on "investment in its people" and the benefits package below is a reflection of that dedication.

Salary: Range is \$72,380 to \$92,377 depending on qualifications.

Vacation and Sick-Time: Accrue 3 weeks vacation and 12 days sick time annually.

Health, Dental, and Vision Insurances: The Town provides 100% coverage for the employee and their respective family for all insurances listed (valued at approximately \$27,000 per year for a family, \$7,200 per individual).

Retirement: The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options.

Training: Full training budget per year approved per Town budget.

Family Leave: The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time so families can take the time needed and celebrate this wonderful and exciting time while saving PTO for time off of work.

Hayden Center Membership: A full paid membership at the Hayden Center is included for all full-time employees and their families.



TIMELINE OF PROCESS

Materials Due

If interested in the position please submit a cover letter and resume via email to Mathew Mendisco, Town Manager, mathew.mendisco@haydencolorado.org.

Process for Hiring: Position is open until filled. First reviews will begin week of December 19th, 2022 and an initial list of applicants will be narrowed down depending on the amount of interest. A written list of questions will be emailed to the second round of candidates for response and subsequent evaluation. Interviews with final candidates have been scheduled tentatively for the week of January 16th, 2023 at the Town of Hayden. Travel expenses may be considered depending on circumstances and online interviews are available.

Start Date Anticipated: It is anticipated that the new director will be able to start the position between February 1st, 2023 and April 1, 2023 but can start sooner if desired. Later start dates will also be considered depending on circumstances.

Housing Considerations: While the Town does not have employee housing or provide housing stipends, we may be able to help successful candidate secure initial housing within Hayden area or the Yampa Valley and we are willing if needed to discuss moving expenses. This is depending on circumstances that can be negotiated upon a final accepted employment offer from the Town.

Job Description: Full job description can found at <https://www.haydencolorado.com/employment-opportunities>

Questions: Questions should be directed to Mathew Mendisco, Town Manager at mathew.mendisco@haydencolorado.org or by calling at 970-276-3741.