

JOIN OUR TEAM

Executive Director

Palmyra Area Recreation & Parks Commission

Palmyra, Pennsylvania | Full-Time | Exempt

Salary Range	\$65,000 – \$75,000 DOQ
Benefits	Paid Time Off (PTO), Paid Holidays, Sick Leave, Professional Development, Mileage Reimbursement. Note: Health insurance and retirement benefits are not currently provided.
Reports To	PARPC Board of Directors
Direct Reports	Office Manager (part-time); Sports and Special Program Coordinator (part-time)
Application Deadline	April 8, 2026
Submit To	Faith Bucks, Board Chair — faith@southlondonderry.org
Subject Line	"Executive Director Application — [Your Name]"

About PARPC

The Palmyra Area Recreation & Parks Commission is a dynamic, community-centered organization dedicated to enriching the lives of youth and the broader community throughout the Palmyra School District in Lebanon County, Pennsylvania. We operate a full roster of youth sports leagues, recreational programs, camps, and activities that have made us a cornerstone of community life for generations.

This is an exciting moment in our organization's history. We are entering a new chapter with an ambitious vision: expanding and deepening our youth programming, broadening community engagement across all age groups, strengthening our community partnerships, and leading the development of the Ridge Road Park complex — a transformative recreational facility that will serve Palmyra families for decades to come. We are searching for an exceptional leader to guide us forward.

The Opportunity

This is not a caretaker role. The next Executive Director will inherit a passionate, experienced support staff and a community that cares profoundly about recreation. You will work alongside a part-time Office Manager and a part-time Sports and Special Program Coordinator — two long-tenured team members whose institutional knowledge and community relationships are deeply valued — and you will have the full support of an engaged Board of Directors and a clear mandate to lead, innovate, and grow.

If you are energized by working directly with youth and families, thrive in a visible community leadership role, and are excited by the challenge of enhancing a growing program, we want to hear from you.

What You Will Do

As Executive Director, you will be responsible for:

- Leading all aspects of PARPC’s operations, including programs, finances, staff, and facilities
- Reporting directly to and partnering with the PARPC Board of Directors on strategy, governance, and organizational development
- Supervising and supporting two part-time staff members — the Office Manager and the Sports and Special Program Coordinator — and seasonal program staff
- Managing the annual operating budget and actively pursuing grant funding, sponsorships, and alternative revenue sources
- Expanding and improving youth programming to maximize participation and impact across the Palmyra School District
- Deepening community engagement beyond youth sports — connecting with families, seniors, civic groups, and the broader Palmyra community
- Serving as the primary community representative and relationship-builder for PARPC with the school district, local government, businesses, and civic organizations
- Leading the planning, community engagement, and development process for the Ridge Road Park complex
- Maintaining and improving existing Commission facilities and properties

Who We Are Looking For

You are an experienced leader who brings both strategic vision and hands-on operational capability. You are equally comfortable presenting to a board, coaching a staff member, writing a grant, or showing up at a community soccer game. You likely have some combination of the following:

- A bachelor’s degree in Recreation Administration, Public Administration, Sports Management, Business, Nonprofit Management, or a related field
- 5+ years of progressive leadership experience in recreation, parks, youth services, business management, municipal government, or nonprofit management
- A proven track record managing staff and budgets in a business, government, or nonprofit setting
- Strong communication skills — you can write a grant, run a board meeting, and talk to a parent about their child’s soccer schedule with equal ease
- Experience building community partnerships and working with governing boards, elected officials, or organizational leadership
- Genuine passion for youth development and community engagement — this role serves kids first, and the community always
- Valid Pennsylvania driver’s license and the ability to pass PA background clearances

Why Join PARPC?

WHY	WHAT IT MEANS
Make a Real Difference	You will see the direct impact of your work on the youth and families of Palmyra every single day.

Lead a Legacy Project	Be the driving force behind Ridge Road Park — a transformational community asset you will help design and build.
Talented, Dedicated Team	Work alongside experienced, committed part-time staff who love what they do and know the community deeply.
Competitive Salary	Salary of \$65,000–\$75,000 DOQ — competitive for Lebanon County. Benefits package includes generous PTO, paid holidays, and professional development.
Community Connection	Be a known, respected leader in a tight-knit community where your work is visible and valued.
Board Partnership	Work with an engaged, supportive Board of Directors committed to your success and the organization’s growth.

How to Apply

To apply, please submit the following to Faith Bucks, Board Chair, at faith@southlondonderry.org with the subject line “Executive Director Application — [Your Name]”:

1. A cover letter (2 pages maximum) describing your leadership philosophy, your relevant experience, and specifically why you are excited about this opportunity at PARPC
2. A current resume
3. Three professional references (name, title, relationship, phone, and email — references will not be contacted without your permission)

Application deadline: April 8, 2026.