

# Joshua Rhodes

## *Parks & Recreation Manager*

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### PROFESSIONAL SUMMARY

Accomplished Parks & Recreation professional with over 15 years of leadership experience in municipal leisure services and sport management. Proven success directing large-scale community programs, capital projects, and facility operations while ensuring fiscal responsibility and compliance. Recognized nationally and locally as a recipient of The President's Lifetime Achievement Award (2024) and the Midot Award (2023) for sustained excellence and service. Known as a collaborative leader and strategic thinker who builds strong partnerships with staff, stakeholders, and elected officials to enhance community quality of life.

### SKILLS & COMPETENCIES

- Parks & Recreation
- Program Management
- Operations Management
- Event Planning
- Vendor Relations
- Budgeting Administration
- Policies & Procedures
- Facilities Maintenance
- Staff Training & Development

**Technical:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Activnet, Rectrac, Cava, BS&A

### EDUCATION

**Florida International University** | Miami, FL

*Bachelor of Science, Leisure Services & Sport Management*

Graduated: June 2012

**Johnson and Wales University** | Miami, FL

*Associate of Science, Business Marketing*

Graduated: Nov 2004

### WORK EXPERIENCE

**City of Cooper City Parks & Recreation Department** | Cooper City, FL

Apr 2016 - Present

*Parks & Recreation Assistant Director (Oct 2024- Present)*

- Provides management and oversight to the Parks Maintenance Division.
- Managed HR actions, including accepting staff resignations, ensuring return of City property, and updating job descriptions for evolving operational needs.
- Represented the department at Commission meetings and workshops, communicating departmental needs and achievements to City leadership.
- Guided a previously fragmented department through a team-building process that emphasized communication, shared goals, and professional standards.
- Built credibility with staff by prioritizing transparent communication and fact-based updates, creating a culture of openness and shared understanding.

*Parks & Recreation Manager (Jan 2024- Oct 2024) / Acting Director (Jan 2024- Apr 2024)*

- Led the Parks and Recreation Department as Acting Director while simultaneously fulfilling duties as Parks and Recreation Manager
- Visit sites throughout the city to evaluate needs and determine the most cost efficient method to accomplish projects within budget and make recommendations
- Implement new procedures with the goal of keeping Cooper City Optimist Club in compliance with city resolution
- Coordinated with other departments, agencies, and community leaders to maintain a positive team environment
- Conduct weekly (or as -needed ) meetings with colleagues to review performance and offer direction, motivation and guidance toward achieving individual and department goals.

*Parks & Recreation Supervisor (Dec 2021 - Jun 2024)*

- Visit sites throughout the city to evaluate needs and determine the most cost-efficient method to accomplish projects within budget and make recommendations for city approval
- Implement new procedures with the goal of streamlining communication and lifting our service standards

- Serve as liaison with the Parks and Recreation Advisory Board to communicate park issues and receive direction
- Coordinated with other departments, agencies, and community leaders to maintain a positive team environment
- Prepare contingency plans for weather-related and other emergencies
- Conduct weekly (or as-needed) meetings with colleagues to review performance and offer direction, motivation and guidance toward achieving individual and department goals

*Facility Coordinator (Apr 2016 - Dec 2021)*

- Assisted in the development of recreation and programming budgets
- Supervised and coordinated with contractors for various programs, maintenance staff of facilities, and major repairs with Public Works
- Trained frontline staff on RecTrac and assisted in the development of the City Webtrac Page
- Supervised aquatic operations for the City Pool and Splash pad including staff hiring and training
- Trained and developed a new Recreation leader position
- Developed virtual recreation programming during Covid19 to maintain consumer engagement

**City of Jacksonville Recreation and Community Programming** | Jacksonville, FL

Aug 2014 - Apr 2016

*District Manager*

- Managed two park districts that included 20 community centers and 166 parks, monitoring programs for effectiveness
- Directed the operation of after-school, summer, adult, and teen programs
- Evaluated work of subordinate staff and assigned personnel to support all programs and activities
- Investigated and resolve major complaints to provide an exceptional customer experience
- Realigned staff based on skill sets to improve productivity and increase program participant satisfaction
- Worked with contract management to develop RFP's to acquire additional programs and funding
- Administered and coordinates maintenance teams for two parks districts
- Mentored staff by providing guidance and encouragement to learn and develop their skills
- Supervised two maintenance districts
- Improved contract management within our community centers
- Managed Summer Night Lights 100K Program Budget

**City of Homestead Parks and Public Works** | Homestead, FL

Dec 2013 - Aug 2014

*Recreation Programmer*

- Supervised recreational programs executed by independent contractors, and supervised program volunteers
- Designed Park audit forms to improve management function and compliance
- Served as the Aquatic Program Liaison for the aquatic contractor
- Initiated requisitions and distribute materials and supplies to support the programs
- Implemented cost saving techniques through process improvement, which will resulted in thousands saved
- Created a partnership with Alliance for Aging, Inc. to facilitate workshops for Seniors
- Developed relationships with community leaders and community-based organizations to improve outreach initiatives

**DynCorp International** | Kandahar, Afghanistan

Dec 2011 - Dec 2013

*Morale Welfare Recreation (MWR) Foreman & Technician*

- Completed over two years of OCONUS experience under security clearance: NAC-I
- Oversaw the day-to-day operations of MWR facilities and managed attendants to ensure adherence to SOPs, work instructions, and policies
- Planned and delegated work of host country National Attendants in MWR facilities
- Ensured proper maintenance and basic technical support for all facility equipment to ensure functionality
- Established and maintained a preventive maintenance schedule for all equipment
- Managed department logistics reporting, inventories, general supplies, specialized supplies and issuance of repair parts
- Served as the head of MWR operations on the Forward Operating Base, devised plans, and coordinated facility improvement projects
- Trained and supervised mid-level supervisors providing coaching, mentoring, and performance guidance
- Planned, coordinated, and executed special events and projects with government entities
- Supervised game room operations, sports and recreation activities, and equipment check in and out procedures

*Recreation Specialist (Oct 2011 - Feb 2012)*

- Planned and coordinated the second annual Recreation Expo involving procurement, logistics, and event planning
- Utilized financial accounting and databases to perform inventory and management functions
- Hired and trained staff members to support the program and implemented performance requirements
- Developed and implemented new policies and procedures, followed by field audits and inspections
- Oversaw recreation programs at various facilities including the Geriatrics and Silver Sneakers programs
- Recruited, trained and developed staff in various areas including supervising work flow and project progress
- Performed quality assurance on playgrounds and quality control for recreational facilities
- Point-of-contact for customer inspectors, contract management, and field operations managers
- Collected and tracked program revenues and expenses modifying program as necessary
- Developed and implemented new policies and procedures, including corrective action reporting as needed

*Teen Program Coordinator (June 2010 - Oct 2011)*

- Responsible for managing a program for the youth and teens with grant funding of \$75K
- Maintained financial and inventory reports as stated in the program grant to adhere to guidelines
- Initiated and planned the First Annual Recreation Expo, resulting in a high level of participation and engagement
- Collected financial data for the Community Block Grant and achieved enrollment goals for grant funding
- Functioned as the Assistant Senior Coordinator and Assistant Department Fleet Liaison
- Performed logistical duties for the Teen Program including requesting and coordinating transportation
- Developed an inspection system for program audits to be in compliance with grant requirements
- Developed a 360 Degree Mentoring and Coaching Program to improve staff morale and performance
- Evaluated individual program outcomes, made changes to maximize results, and recorded personnel attendance

*Recreation Supervisor (Sept 2008 - Oct 2009)*

- Responsible for managing overall day-to-day operations, training counselors, and supervising maintenance of facilities
- Performed basic accounting functions including processing payroll and managing staff schedules
- Partnered with team members to create standard operating procedures and policies for the organization
- Initiated events including the city's annual Earth Day, organized the committee, and 1st annual Youth Tennis Night
- Ensured quality control of facilities and the playground safety team to provide a welcoming and incident free zone
- Organized and implemented activities and programs, resulting in an increased park usage in all program areas

*Internship (Aug 2008 - Oct 2008)*

- Performed procurement functions for the new Community Center participated in the Parks & Recreation Advisory Board meetings to develop knowledge and skill sets
- Supported various administrative duties including recommending revisions of internal specifications, performance review preparation, and facilities maintenance requests
- Researched areas for improvement and wrote suggestions for the Parks & Recreation policies and procedures manual
- Responsible for After School Program logistics, activities, transportation, and ways to increase engagement
- Conducted field and playground audits including quality control for recreation facilities
- Assisted in development of recreation facilities audit system, prepared files for auditor review