



Memorandum

To: Mayor and City Council

From: Anne Scanlon – Director, Parks and Recreation

Re: Recreation Program Supervisor Candidate Job Offer

Date: March 12th, 2025

We have completed the interview process for the Recreation Program Supervisor position, which included an application review and two rounds of oral interviews.

I am pleased to announce that I have extended a conditional job offer to Clare Waddell for the position of Recreation Program Supervisor for the City of Spring Lake Park. Clare currently serves as the Middle School Athletics and Aquatics Coordinator for the Centennial School District. I am confident she will be a valuable addition to our recreation department.

I am seeking the Council's final approval of Clare Waddell, pending successful completion of a background check and drug screening. If approved, we anticipate a tentative start date of March 31, 2025.

Please let me know if you require any additional information.

Sincerely,

Anne Scanlon
Director, Parks and Recreation