



SHAPE THE FUTURE OF OUR PARKS!

Executive Director

Connections, Advocacy, Resources, Education

Are you a dynamic, forward-thinking leader ready to shape the future of parks and recreation across Texas? The Texas Recreation and Park Society (TRAPS) is seeking an exceptional Executive Director who is collaborative, transparent, and innovative—someone who will embody the TRAPS C.A.R.E. pillars while advancing the organization's mission and vision through member-driven priorities and Board-approved initiatives. This role calls for a responsive, relationship-focused executive who understands and anticipates member needs, values strong partnerships, and leads with integrity and purpose.

TRAPS delivers high-quality professional development, effective advocacy, meaningful engagement, and impactful services that strengthen parks and recreation professionals throughout Texas. The next Executive Director will play a pivotal role in guiding this work and elevating the profession statewide. If you are inspired by service, energized by collaboration, and motivated to lead an organization that makes a lasting impact on communities, read more to learn about this exciting leadership opportunity!

About

For over 80 years, the Texas Recreation and Park Society has been the professional home for those who shaped how Texans live play gather and connect. TRAPS is currently a 501(c)(3) nonprofit professional association, dedicated to advancing parks, recreation, wellness and quality of life services across the state of Texas from small towns to major metropolitan areas. TRAPS supports the professionals whose work strengthens communities every day.

Vision

To be the champion for engaged communities, wellness lifestyles, and greenspaces.

Mission

Advances the quality-of-life industry through Connections, Advocacy, Resources, and Education. (C.A.R.E.)



C.A.R.E.

CONNECTIONS: Engage all who serve in the public and private parks and recreation industry with opportunities for networking, collaboration, partnerships, and social events

ADVOCACY: Provide public recognition for outstanding services, programs, and facilities created by its members, and will utilize its relations with policy makers and organizations of influence to support legislation and funding at the local, state, and national level that will benefit parks, recreation, open space, and tourism

RESOURCES: Connect membership with current and relevant trends, information, suppliers, and services that will enhance professional development, community development, and influence a greater understanding of the value of parks, recreation, open space, and tourism

EDUCATION: Provide expert training and educational opportunities to support ongoing professional development and career success through conferences, workshops, webinars, and publications.



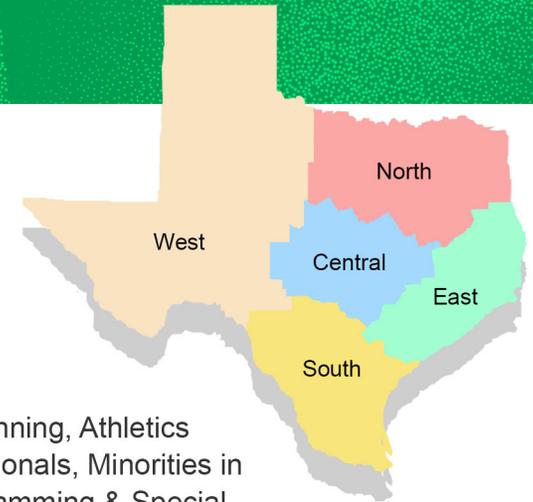
TRAPS at a Glance

TRAPS is more than an association—it is a statewide community of parks and recreation professionals united by a shared purpose, a commitment to public service, and pride in strengthening communities across Texas.

As a relationship-driven, member-powered organization, TRAPS is guided by a 12-member elected Board of Directors and supported by five regions, multiple branches and committees, and a dedicated professional staff. Together, this structure creates a diverse and dynamic network of leaders representing municipal and county parks and recreation agencies, special districts and authorities, nonprofit organizations, private-sector partners, and college and university students preparing to enter the profession.

Through decades of service, TRAPS has built a strong reputation for fostering meaningful connections, delivering high-quality education and professional development, advancing effective advocacy, and achieving legislative impacts that elevate the parks and recreation profession at the local, state, and national levels.

TRAPS serves as a vital connector—bringing professionals together to share ideas, anticipate challenges, and collaboratively strengthen the industry while providing resources that empower agencies to respond to evolving community needs.



Quick Facts:

- 2,700+ members
- 5 Regions
- 8 Branches (Park Operations & Planning, Athletics & Aquatics, Future & Young Professionals, Minorities in Leisure Services, Recreation Programming & Special Events, Recreational Therapy-ATRA Chapter, Commercial, Leisure & Aging)
- Over 159 Educational and engagement opportunities annually
- Over 1,300 Annual Institute and Expo attendees

A “Year in the Life” of TRAPS

- Annual Statewide Institute with educational opportunities, expo hall, awards ceremony, maintenance rodeo, golf tournament, and networking events
- A biennial legislative advocacy day called “Walk the Halls “ held at the Capitol in Austin to share the organization’s legislative platform with state legislators
- A biennial legislative “Play Day at the Capitol” held in Austin to maintain relationships with legislators and their staff
- A biennial “Michal Anne Lord Leadership Academy” is held for upcoming leaders in the profession
- The Board of Directors conduct 4 meetings, various workshops and an annual leadership retreat
- Regions conduct educational workshops, maintenance rodeos and networking events
- Branches hold monthly meetings and one annual event
- Social events like golf tournaments, regional award banquets, and parks and recreation directors’ meetings are conducted throughout the year
- Monthly in-person or virtual “lunch and learn” trainings
- Multiple Certified Playground Safety Inspection certification courses are offered throughout the state



The Ideal Candidate

TRAPS seeks an experienced senior leader with a proven record in a professional association, nonprofit, parks and recreation agency, or related organization. The successful candidate will be skilled in leading a board-governed, member-driven organization and in building trust through active listening, respect for institutional knowledge, and collaborative engagement with diverse stakeholders.

This leader will bring a strategic, forward-looking approach to modernizing systems, strengthening member engagement, and improving service delivery while managing change thoughtfully and responsibly. They will set clear priorities aligned with Board direction, balance innovation with operational stability, and ensure sound stewardship of organizational resources.

As an effective communicator and with a visible presence statewide, the Executive Director will foster strong partnerships, represent the organization with credibility and integrity, and translate member needs into measurable outcomes. A demonstrated commitment to financial sustainability, effective governance, legislative advocacy, and high-quality programs is essential to advancing the parks and recreation profession across Texas.



Current State Office Structure

Full-time and contract employees:

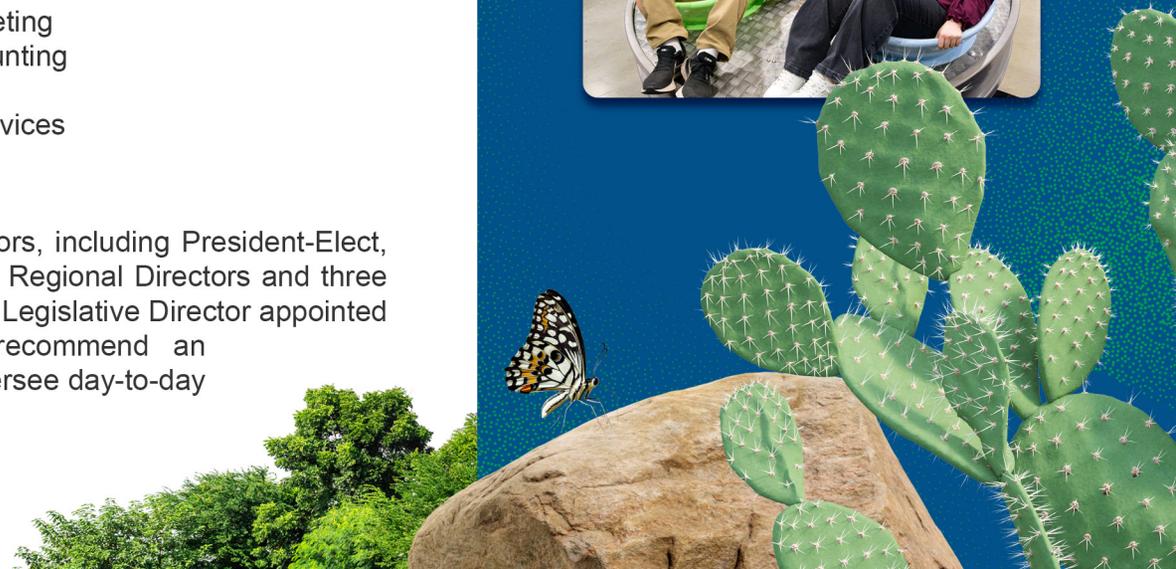
- Executive Director
- Director of Operations
- Membership & Operations Coordinator
- Educational Manager

Contract Services:

- Institute Vendor Coordinator
- Marketing
- Accounting
- Legal
- IT services

Governance:

TRAPS is governed by a 12-member elected Board of Directors, including President-Elect, President, and Past President who serve one-year terms; five Regional Directors and three At-Large Directors who serve staggered two-year terms; and a Legislative Director appointed by the Board. The Executive Committee will select and recommend an Executive Director candidate, subject to Board approval, to oversee day-to-day operations and lead the organization.



Position Overview

The Executive Director is responsible for coordinating and directing TRAPS' operations, implementing Board policy, and serving as a visible leader and spokesperson for the association. This role requires a leader who can balance:

- Strategic planning and Board partnership
- Operational execution and staff leadership
- Member engagement and statewide travel
- Budgeting and organizational sustainability

Key Responsibilities

The information below summarizes major role functions; the job description provides the full list of duties.

- Governance & Board Relations
- Organizational Leadership & Management
- Financial Stewardship
- Membership Engagement & Services
- Education, Event, & Professional Development
- Advocacy & External Relations
- Communications & Marketing
- Strategic Leadership & Innovation

Compensation & Benefits

The salary range is commensurate with qualifications, education, and experience of the selected candidate. Salary range is \$130,000 to \$160,000 and is negotiable and at the discretion of the Board of Directors. Salary is supplemented by a benefits package that includes:

- Health Insurance
- Retirement Contributions: 401K (SEP), 10% of annual salary
- Vacation (Annually): 1-5 years of service – 80 hours, amount increases with longevity
- Sick Leave: 8 hours per month
- Bereavement leave: 3 days annually, for a member of immediate family
- Health, Dental, and Vision Insurance Holidays: 11 recognized paid holidays, the week of Christmas, 2 personal days
- Professional Development: CEU's and other development encouraged
- Allowances for car and technology



How to Apply

Resume

Please include a cover letter describing interest and qualifications.

- Highlighting leadership experience, key accomplishments, and relevant credentials, and include detailed employment history with beginning and ending dates, total years and months of service, and the size of staff and budgets managed.

References

- List of six work-related references (two supervisors, two direct reports, and two colleagues)

Closing Date: April 30, 2026

Submission instructions:

Email your cover letter, resumes and references to edsearch@traps.org

Learn more at www.traps.org

