

OPERATIONS & LAW ENFORCEMENT CONTACTS & DUTIES

Dale Gade - Operations Director

(937) 657-6240 dgade@miamicountyparks.com

- Oversee and prepare weekly job outlines for Operations (Including request from other dept. and staff)
- Complete Operations monthly schedule (Including staffing events/programs/special details)
- Oversee annual project outlines
- Work with departments on preparing yearly Operations budget and purchasing
- Work with Administration on capital projects.
- Assist with planning and advising on large Park District events and programs
- Work with Operations department on hiring seasonal employees
- Park property boundaries
- Cemetery at LCR

Dan Weaver - Law Enforcement & Asst. Director

(937) 545-6433 dweaver@miamicountyparks.com

- Oversee Ranger department, act as Operations Director designee in his absence
- Law Enforcement, public relations, park damage, complaints on operations staff/rangers, park emergencies, public complaints/staff grievances.
- Responsible for safety/security of parks and visitors
- Liaison between M.C.S.O and Park District
- Parking and special event planning/EMA plans
- Hunting inquires

Nate Metz - Law Enforcement Ranger

(937) 620-0106 nmetz@miamicountyparks.com

- Law Enforcement: accident/ injury forms, incident reporting visitor and staff, lost or found property of value, late or after-hours vehicles
- Closing process and procedure
- EMA plan and safety review
- Radios- maintenance, usage, battery's
- Tower trained
- Hunting inquires

Chip Gade - Operations Crew Leader

(937) 681-1125 cgade@miamicountyparks.com

- Responsible for Operations staff projects
- Snow plans
- Maintenance projects/repairs
- Upper Valley Career Center – Intern contact

Addy Bashore - Operations Equipment & Vehicle Manager

(937) 417-2173 abashore@miamicountyparks.com

- Mowing crew leader
- Vehicle supplies
- Vehicle maintenance
- Trailer maintenance
- Equipment maintenance
- Equipment training
- Routine operational needs/facility maintenance
- Fire department liaison

Daryl Frantz - Operations Team

(937) 417-4613 dfrantz@miamicountyparks.com

- General maintenance
- CF routine maintenance
- Septic maintenance
- Ordering cleaning supplies/inventory
- Canoe equipment/inventory/program needs

Jenna Sherman - Operations Team

(937) 694-3168 jsherman@miamicountyparks.com

- Operations inventory/park wide inventory removal
- Visitation
- Inspection updates
- Vehicle oil changes
- Installing event program signs/storybook trail signs
- Career Center Advisory Board member

Austin Brown - Operations Team

(937) 573-6368 Abrown@miamicountyparks.com

- Close parks
- Bikeway maintenance
- Manage archery range
- Manage ponds/fish
- Culture & Communication Committee team member

Trevor Diegel - Natural Resources Crew Leader

(937) 418-5191 tdiegel@miamicountyparks.com

- Natural Resource management practices, licensed foliar and pesticides applicator
- Supervise and hire Natural Resources seasonals/interns
- Wildlife/ODNR/neighbor concerns
- Culture & Communication Committee team member
- Upper Valley Career Center – Intern contact
- Certified prescribed fire manager
- Certified Hunter/Trapper education instructor

Haley Demmitt - Natural Resource Specialist

(937) 308-9600 hdemmitt@miamicountyparks.com

- Natural Resource questions/comments
- Operations Outlook calendar liaison
- Natural Resource committee member
- ODNR SQM representative.

Stephani Deeter - Operations Program Specialist

(937)-729-1934 sdeeter@miamicountyparks.com

- Special programs management HTE, FFF, HOL
- Program prep, set up, logistics
- Eagle Scout coordinator
- Assist in 5Ks/new programs
- Open/close procedures

Olivia Norris - Operations Office Manager

(937) 572-2928 onorris@miamicountyparks.com

- Maintain records and data entry for Operations
- Budget, purchase orders, obligate funds to Lisa for operations
- Attend and take minutes for meetings
- Represent Operations in special events/meetings
- Assist in records/data entry for Law Enforcement
- Open parks
- Assist in 5K trail runs
- Help maintain cleaning inventory

ENVIRONMENTAL EDUCATION CONTACTS & DUTIES

Cinda Hanbuch-Pinkerton - Director of Education
(937) 478-1036 cindahp@miamicountyparks.com

- Education staff requests/schedule/programs/concerns/information/etc.
- Education budget
- Nature Quest
- Hug the Earth staff scheduling for school week
- Science Journeys

Susan Condy - School Program Coordinator
(937) 657-8823 scondy@miamicountyparks.com

- School program daily logistics
- School program follow-up communication and rescheduling
- Staff trainings
- Hartzell Farm Day
- Culture & Communication Committee team member

Mandy Martin - Administrative Assistant
(937) 478-1645 mmartin@miamicountyparks.com

- General office coordination
- Supervise volunteers and seasonal naturalist's projects
- Contact person for Education office inventory
- Initial communication with schools to schedule programs
- Education budget
- Education department purchasing
- Camp roster coordinator
- Animal care
- Copier count
- School program RecDesk updates
- Culture & Communication Committee team member
- School Grant Coordinator

Isaiah Palsgrove - Administrative Naturalist
(937) 703-8732 tpalsgrove@miamicountyparks.com

- Equipment
- Vehicles
- Taxidermy (including freezer in basement)
- Contact person if power goes out at CF
- Wildlife permits ODNr, USFWS
- Hug the Earth poster distribution

Tama Cassidy - Public Program Coordinator
(937) 657-4356 tcassidy@miamicountyparks.com

- RecDesk questions
- Public program questions
- Public program cancellations
- Natural Resource Committee member
- Leave No Trace training and questions
- Cave-related questions
- Education timecards for seasonals
- Event Education staff scheduling
- Tower training and management

Amalee Houk - Administrative Naturalist
(937) 533-5689 awebb@miamicountyparks.com

- Education interns
- Outerspatial

ADMINISTRATION & MARKETING CONTACTS & DUTIES

Scott Myers - Executive Director

(937) 623-2202 smyers@miamicountyparks.com

- Approve contracts
- Board of Park Commissioners
- Bike Trail liaison
- Signature for Park District matters
- Presentations to the community
- Coordinates with legal counsel
- Clean Ohio Fund representative
- Miami Valley Regional Planning Commission Representative
- Approves training expenditures

Kevin Swanson - Deputy Director

(937) 657-6241 kswanson@miamicountyparks.com

- Culture & Communications team member
- Administrative management
- Credit card compliance committee member
- MCPD liability insurance (Ohio Plan)
- Strategic planning, community outreach
- ODOT Metroparks projects and funding
- Ohio Parks & Rec liaison
- MCVCB, Riverway liaison
- Natural Resource Committee member
- ODNR, USFWS, TNC liaison
- Culture & Communications team member
- Employee on-boarding

Chris Thompson - Finance Administrator

(937) 657-6242 cthompson@miamicountyparks.com

- Opens purchase orders
- Prepare annual budget
- Prepare annual county tax budget
- Prepare annual HINKLE report
- Administer personnel changes/terminations
- Complete bi-weekly payroll
- Prepare monthly finance reports for board
- Complete board resolutions
- Natural Resources Committee member
- Credit card compliance committee member
- Grants administrator (*tracking, payment requests, completing reports, etc.*)
- 5th/3rd Bank Credit Card liaison (*adding, deleting, suspending, tracking, etc.*)
- Administer employee information/reference requests
- Maintain MCPD files for all employees, vendors, purchases, etc.

Amanda Smith - Marketing Administrator

(937) 418-8988 asmith@miamicountyparks.com

- Marketing and messaging
- Program/project communications (flyers, posters, signs, brochures, stickers, journals, education materials etc.)
- Sponsorships
- Miami County Parks Forever liaison
- Survey Monkey
- Program/event support development & brainstorming
- Public relations/publicity/media contact/ press releases
- Health & Wellness
- Swag
- Website
- Culture & Communications team member

Janeen Selanders - Executive Coordinator

(937) 418-2060 jselanders@miamicountyparks.com

- Social Media posts (*Facebook, Instagram, X*)
- Staff newsletter
- Postcard mailings
- Business cards, certificates, kiosks & park signage
- Park IDs
- Track acres, conservation easements, trails
- Park brochure maps
- Donations over \$1,000 to Probate Judge
- Years of service recognitions
- Cell phone orders/questions
- Tracking job applications
- Board of Park Commission meeting schedule & location, monthly packets, minutes, board member bonds and appointments
- Culture & Communications team member
- Upper Valley Career Center Advisory Board member

Mindy Weaver - Outreach Coordinator

(937) 823-4874 mweaver@miamicountyparks.com

- Constant Contact
- Hug the Earth Festival Manager
- Fall Farm Fest Manager
- Holiday Lights Manager
- Trail Run Challenge Manager
- Volunteer Coordinator
- Eagle Scout Project Coordinator
- Outreach Coordinator – fairs, festivals, parades
- NRPA Primary Contact – MCPD membership

Teri Graves - Administrative Assistant

(937) 916-9322 tgraves@miamicountyparks.com

- Heritage Hall
- RecDesk
- All donation records and reports
- All Permits - Special Use, Wedding, Research, Shelter, Mushroom, Berry, Photography
- Orders for plaques/pins

Lisa Myers - Fiscal Administrative Assistant

(937) 657-5612 lmayers@miamicountyparks.com

- Utilities/outages AES/Pioneer Electric/Centerpoint gas line
- Internet/outages Frontier/Hughesnet/Windstream
- Obligations
- Setup new vendors/W-9s
- Invoices/payments
- Amazon account
- Laptop/desktop issues
- MS Outlook Email accounts
- Deposits/payments/donations
- Point and Pay (credit card account)
- Culligan water jugs/coolers account
- Sign up new employees
- Address changes for employees/vendors
- Accident report folders
- M.O.M. copiers
- Accent/Windstream phones & lines
- Waste Management dumpsters
- Lowes LAR account
- Sherwin Williams account
- Tax Exempt form