



LITTLE TOWN ON LAKE MAXINKUCKEE

Park Superintendent for Culver Union Township Parks Department

Job Description

Come to work for a Stellar Town Year-Round! The Park Superintendent position is a full-time park management position with the Town of Culver. The position requires a strong manager capable of working independently, with minimal supervision. During the summer beach season from Memorial Day weekend to mid-August, it requires approximately 45-50 hours per week, including some weekend coverage. Compensatory time off is offered during the non-beach season for overtime worked during the summer season. Our ideal candidate is a creative, organized, self-starting individual passionate about the field of parks and recreation and making a difference in our community.

Position Responsibilities

- Oversee the daily operations and activities of the Culver Park and public beach on Lake Maxinkuckee.
- Supervise 12 to 15 employees for lakefront: lifeguards, concession stand, and maintenance staff.
- Oversee and coordinate the planning and implementation of a variety of recreation related programs and facilities conducted by park staff, outside vendors, and certified instructors.
- Track financial records and generate financial reports for all park business.
- Responsible for maintaining the condition of the Parks and Recreation Facilities.
- Ability to communicate effectively with the staff, park customers, contractors, vendors, town officials, and the public.
- Develop creative strategies for the marketing and promotion of park events and programs, including managing social media presence
- Manage boat slip rental program including processing applications, communicating with vendors, and assigning slip locations to new customers.
- Coordinate with volunteer groups on fundraisers, town events, and park related events
- Attend town council meetings once a month and provide updates on park activities to the town council and the public.
- Attend meetings and make recommendations on grant programs, capital improvements, and other issues related to parks and recreation.

Work Schedule

Summer Beach hours for 2018 are 10:00 a.m. to 6:00 p.m. Sunday through Thursday, and 11:00 a.m. to 7:00 p.m. Fridays and Saturdays. The park superintendent is expected to cover at least one full weekend day every week and have one to two days a week off during the beach season (approximately 45-50 hours per



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week). The remaining 9 months of the year will have a flexible schedule with set office hours, and occasional weekend coverage for special events and facility rentals.

Qualifications

Bachelor Degree in recreation or equivalent education preferred. Prefer two years of related experience in a supervisory role in the recreation field. Must have water safety instructor and lifeguard certification accredited by Red Cross or the ability to complete accreditation requirements within 60 days of hire. Must be able to lift 50lbs. Experience with Microsoft Office applications including Excel, Publisher, Word, Outlook, etcetera.

Salary

\$38,000 to \$43,000 with benefits

How to Apply

Mail to Attn: Jonathan Leist
Town of Culver
200 E Washington Street
Culver IN 46511

Or email resume, cover letter, and at least three references to jleist@townofculver.org. Application materials must be received no later than March 30 at 4:00 p.m.