



## The Town of Merrillville

Is seeking applications for the position of:

### Director of Parks & Recreation and Community Center Building Facilities



#### **Purpose of Position:**

The Director of Parks and Recreation will be responsible for developing, planning, promoting, maintaining, and supervising department recreational programs, special events, and all part facilities. The position also manages the day-to-day operations of the town's 84,000 square foot community center that offers basketball, volleyball, running track, rock-climbing wall, fitness center, event center and various community rooms for all Merrillville residents and visitors. This position performs a variety of administrative, supervisory, and professional duties in the management of the parks and recreation activities of the town. Preparations of long-range strategic plans for the department is also a function of this position.

#### **Essential Job Functions:**

##### ***Planning capital expenditures for the town's parks and recreation department.***

Administers department budget, including general and grant funds, monitoring revenue and expenditure records, and ensuring cost-effective operations within assigned budget. Assists in the research and development of alternate funding sources, such as grants, advertising, sponsorships, donations, and public/private partnerships, collecting appropriate information and preparing various grant applications, assists in submitting to funding agencies as well as administration/monitoring of funded grant programs.

##### ***Design appropriate parks and recreation programs to fit the needs of the community.***

Designs and operates all recreation programs in accordance with national standards as set by the American Camp Association and the National Recreation and Park Association. Receives and investigates public complaints regarding recreation programs, park facilities and personnel, and initiates appropriate action to resolve valid complaints.

##### ***Ensuring that revenue is properly accounted for and balanced with the budget.***

##### ***Preparing the department's annual budget request to the town council/town manager.***

Prepares annual report of recreation activities, prepare annual department budget, including projecting payroll and other costs, and making recommendations to the Town Manager.

##### ***Creating regular reports for the town council and appropriate committees.***

***Presenting information to the town council Parks Committee and the Dean and Barbara White Community Center Committee on budgeting and other department matters.***

***Coordinating fundraising initiatives for the department.***

***Oversee marketing and publicity tried to the town recreation department.***

Promotes recreation programs throughout the community by making public speaking presentations, developing marketing brochures/fliers, and providing information for news media releases. Processes program registrations and prepares monthly Recreation Report for the Town Council / Town Manager. Serves as the department liaison with other recreation service agencies, and Town Council at various community activities.

***Supervise department staff such as other department managers, building manager and monitor for policy compliance.***

Supervises and directs assigned personnel, designs needed work assignments, evaluating performance and providing training and corrective instruction.

***Ensure appropriate staffing levels for the anticipated usage of facilities.***

Develops, plans, schedules, and coordinates diversified recreation programs, including assessing citizen needs/interests, developing long-range plans, evaluating programs/activities, and making policy and procedural changes as needed. Coordinates all off-site programming areas and assists in scheduling and coordinating the use of park facilities.

***Maintain all park department buildings, equipment and supplies.***

The Park department currently maintains 12 neighborhood parks, two trails' systems, open space, gateways and other town owned properties. The new park offices are located in the newly opened Dean and Barbara White Community Center located at 6600 Broadway, Merrillville, Indiana. Working with maintenance and custodian staff, outside vendors, and other town departments, upkeep and recognizing post-construction issues will be a must to maintain the new \$24M multi-function facility.

***Interact with other town department directors and managers on budgeting issues and publicity as well as sharing department resources with other departments as needed.***

### **Education, Training & Certification:**

***A bachelor's degree or equivalent and significant experience working in a city or town parks and recreation department and or other pertinent managerial experience is required.***

### **Skills and Competencies:**

***To be successful in this role you will generally need the following skills and qualities.***

- Communications skills: Directors must meet with town officials can committees often and must be able to effectively discuss policies, plans, and budget matters.

- Problem-solving skills: People in this position are responsible for resolving problems that arise within the parks and recreation system in a timely manner.
- Leadership skills: Directors often oversee a team of managers within the parks and recreation department.
- Scheduling flexibility: This position is not a set Monday through Friday position. It is a salaried position and the need for a flexible schedule is required as there might be weekend or evening events, tournaments, games or other programs that might require attendance or at least visitation to ensure that these programs are operating smoothly.

### **Physical Requirements:**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, do extensive reading, drive a motor vehicle, and be able to inspect work of others.

### **Work Environment:**

Incumbent performs duties in a standard office environment, at a service counter, and outdoors involving sitting and walking.

### **Compensation:**

This position is a salaried position with a current maximum annual salary of \$75,000. Salary will be based on experience. Health insurance is provided, currently through United Healthcare. Dental and visual coverage is also provided with spending limits. A co-pay prescription drug program is included in the healthcare coverage.

The Town of Merrillville is an Equal Opportunity Employer

To be considered for this position please provide a resume hand delivered or mailed to:  
Town of Merrillville/Town Administration Office  
Attn: Mr. Patrick Reardon  
7820 Broadway St  
Merrillville, IN 46410

You may also email your resume to: [preardon@merrillville.in.gov](mailto:preardon@merrillville.in.gov)