

## **TOWN OF CEDAR LAKE**

7408 Constitution Avenue - PO BOX 707

Cedar Lake, IN 46303

(219) 374-7400 Fax (219) 374-8588



---

## **DEPARTMENT OF PARKS AND RECREATION SUPERINTENDENT**

Town of Cedar Lake, Indiana

### **Job Title**

Department of Parks and Recreation Superintendent

### **Job Type**

Full-Time / Salary-Exempt

### **Work Schedule**

Monday – Friday 8 a.m. – 5 p.m.

Seasonal and Weekend Events, and other Special Events will alter regular schedule hours including evenings, weekends, and holidays

### **Compensation**

\$70,000 to \$85,000 during the introductory period based on qualification / certification and includes a generous benefits package including health, dental, & vision insurance, and paid vacation and holidays.

### **Posted**

February 6, 2023, Until position is filled.

### **About Cedar Lake Parks Department**

The Town of Cedar Lake is a rapidly growing lake-centric community located in Northwest Indiana. Our town namesake is a 794-acre lake enjoyed by residents and visitors alike – both from the shore and in the water. The Town recently created a Department of Parks and Recreation, “Parks Department” and is searching for a Department of Parks and Recreation Superintendent, “Superintendent”. We are looking for a creative, organized, self-starting individual passionate about the field of parks and recreation to join our team and guide our newly formed Parks Department. The Town of Cedar Lake is located approximately 45 miles south of Chicago in Northwest Indiana. Situated between I-394 in Illinois and I-65 in Indiana, Cedar Lake’s residents and visitors are only minutes away from the premier employment, recreation, and entertainment amenities in the Region.

The Park and Recreation Master Plan for Cedar Lake Parks and Recreation Department, and related plans, outlines the following general goals established by the Board of Parks and Recreation, “Park Board”:

- Develop, maintain, and enhance the recreational facilities and parklands throughout the Town
- Offer a range of parks, recreational lands, natural areas, and public facilities
- Develop and sustain recreational programs for all age groups
- Strive to meet the community’s goals for maintenance of the parks and recreational amenities
- Focus development of the park system and public expenditures on projects with high demand
- Provide passive and active recreation through a mix of sizes and locations of public parks, trails, and open spaces

- Protect and preserve natural drainage areas and flood plains
- Through acquisition and/or expansion, ensure that adequate land is available to meet the future recreational needs of the community.

### **Job Description**

The Parks Superintendent provides leadership, direction, and general administrative oversight to the Parks and Recreation Department and employees. Superintendent is responsible for the development, maintenance, and operation of the town park system grounds and structures, preservation of open spaces and scenic environments, and the provision of leisure activities and services to citizens of all ages. Work involves significant community engagement and public involvement with the Town Park Board, Elected Officials, appointed Officials, and citizens. Serving as a member of the Town's senior management team, the Superintendent collaborates with the Town Manager and other department heads on strategy and policy to ensure that the Town's mission and core values are incorporated into operational activities and services.

### **Qualifications**

- Bachelor's Degree in parks, recreational and leisure services, or related field, preferably from a National Recreation and Parks Association accredited college or university; or 4-6 years related experience and/or training; or equivalent combination of education and experience.
- Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) preferred.
- Knowledge of principles, practices, and procedures used to coordinate events;
- Work occasionally will be physical in nature, requiring the ability to lift and carry at least 50 lbs.; work requires frequent standing, walking, bending, and lifting.
- Must be 21 years of age; possess and maintain a valid driver's license; provide proof of employment eligibility; pass background check and drug screening.
- Possession of or ability to obtain certification in CPR and First Aid within 6-months.
- Ability to work nights and weekends for meetings, programs, and events, as needed.

### **Job Functions**

Administers department budget, including general and grant funds, monitoring revenue and expenditure records, and ensuring cost-effective operations within assigned budget.

Develop and implement operational procedures to effectively manage daily operations, staff, and implementation of board approved policies. Provide Park Board and Town Manager with policy, future parks planning, and program recommendations with necessary supporting information.

Coordinate the development of the Parks Department's strategic plan, parks master plan, comprehensive plan, and other related plans. Supervise and/or conduct any necessary research, surveys, or studies to develop these plans.

Designs, operates, and manages recreation programs. Assists with promoting all facilities including rental agreements for Cedar Lake, overseeing all public relations and social media for park facilities, recreation programs, and special events.

Maintain a relationship with all regulatory agencies associated with Parks and Recreation in the town including the Indiana Department of Natural Resources and associated conservation officers.

Receives and investigates public complaints regarding recreation programs, park facilities, and personnel, and initiates appropriate action to resolve valid complaints.

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.

### **Responsibility**

Incumbent receives moderate supervision, and discusses with supervisor unusual or unprecedented situations as required. Incumbent's decisions have substantial impact on the general public and property owners, and are primarily reviewed for technical accuracy, soundness of judgment, and compliance with legal requirements.

### **Personal Work Relationships**

Incumbent maintains frequent contact with co-workers, other town departments, related county and state departments, other recreation organization and the public for purposes of exchanging and explaining information, explaining/interpreting policies and procedures, coordination program operations and activities, supervision, directing personnel and resolving problems related to parks and programming.

Incumbent reports directly to the Town Manager and Park Board.

### **Tools and Equipment Used**

Ability to use modern office equipment such as: Personal computer including word processing, spreadsheets, PowerPoint, Outlook and other software, copier, telephone, fax machine, postage machine, radio, and calculator. In addition, the Parks Superintendent may need to provide direct supervision and/or assist with maintenance or construction projects located in the town parks that requires the use of equipment.

Ability to operate department vehicles and machinery.

***Submit a copy of your Resume and a completed application, available at [cedarlakein.org](http://cedarlakein.org), to [jobs@cedarlakein.org](mailto:jobs@cedarlakein.org)***