



Job Title: Executive Director – Tri-Town Safety Village

The Tri-Town Safety Village is actively seeking a qualified candidate to fill the position of Executive Director. The Executive Director will oversee the day-to-day operations and management of the Tri-Town Safety Village, ensuring the successful delivery of community risk reduction programs, creating and planning large scale events for children within the community, elementary school-aged children, individuals with functional needs, and adults. The Executive Director will lead the development, scheduling, and facilitation of courses focused on fire prevention, railroad safety, water safety, home safety, and police safety. This position will collaborate with board members to continuously enhance the safety curriculum and foster community partnerships for the benefit of the Town of Dyer, Town of Schererville, Town of St. John, and unincorporated St. John Township.

#### Key Responsibilities

##### Program Leadership

- Direct the planning, development, and implementation of safety education programs including fire prevention, railroad safety, water safety, home safety, and police safety courses.
- Tailor programs to meet the needs of various audiences, including children, adults, and individuals with functional needs.
- Ensure the effective delivery of community risk reduction strategies and maintain program quality through regular updates and evaluations.

##### Scheduling and Operations

- Manage the scheduling and coordination of all safety courses, ensuring timely and efficient program execution across all community segments.
- Oversee logistics, including the procurement of materials and resources necessary for each program.
- Work closely with schools, local organizations, and community partners to schedule and promote courses.

##### Curriculum Development & Innovation

- Collaborate with board members to develop new safety programs and update existing curriculum to reflect current safety practices and community needs.
- Research and integrate innovative approaches and best practices in safety education.

### Community Engagement & Partnership Building

- Act as the key liaison between the Tri-Town Safety Village and local fire, police, EMS departments, and community organizations to ensure alignment with public safety initiatives.
- Represent the Safety Village at community events and meetings to raise awareness of safety programs and establish partnerships.
- Serve as the primary point of contact for feedback from participants and the broader community, ensuring programs remain responsive to local safety needs.

### Administrative Leadership

- Manage program budgets, ensuring all activities align with financial guidelines and available resources.
- Report regularly to the board on program performance, attendance, budget, and community impact.
- Lead fundraising and grant-writing efforts to support the growth and sustainability of the Safety Village's programs.
- Responsible for accounts payable and receivable.

### Qualifications

- Proven Experience in non-profit management, or a related field.
- Proven experience in program management, public safety education, or non-profit leadership.
- Strong organizational, communication, and leadership skills.
- Ability to work effectively with diverse populations, including children, adults, and individuals with functional needs.
- Knowledge of fire prevention, home safety, and emergency preparedness.
- Experience collaborating with municipal boards and public safety agencies is a plus.
- Experience implementing policies and procedures under the direction of Board of Directors.
- Experience creating and planning large scale events for children within the community.

Location: Tri-Town Safety Village Schererville, Indiana

Reports to: Tri-Town Safety Village Board

This leadership role is critical in advancing the mission of the Tri-Town Safety Village to promote public safety and education across the communities of Dyer, Schererville, St. John, and unincorporated St. John Township.

Please send Resume to [bmanousoploulos@stjohnin.gov](mailto:bmanousoploulos@stjohnin.gov)

Bill Manousopoulos  
President  
Tri-Town Safety Village Inc.

Posting Date: November 6, 2024

Closing Date: Until Filled