



Town of Merrillville

7820 Broadway
Merrillville, Indiana 46410
(219) 769-5711 • Fax (219) 756-6170

Position: Assistant Parks Director
Department: Parks and Recreation
Work Schedule: Varied Shifts
Status: Full Time, Salaried Position
Salary Range: \$52,000 to \$60,000

This position will work with all administrative staff to oversee the daily operations of the Parks & Recreation Department.

This position reports to the Director of Parks and Recreation.

EDUCATION AND EXPERIENCE:

- Must have a bachelor's degree or equivalent in a related field.
- Prior experience in recreation programming and leisure activities is required.
- Prior managerial experience is required.
- Experience working in a City/Town Parks & Recreation Department is preferred.

EMPLOYEE BENEFITS: The Town of Merrillville prides itself on being able to provide a variety of extra benefits to its employees.

- Excellent health dental, and vision insurance plans;
- Employer-paid life insurance policy, as well as short-term and long-term disability;
- Vacation, sick, and personal paid time off;
- Fifteen paid holidays in 2024;
- Longevity pay after 5 years of service;
- AFLAC;
- 457 Plan (Deferred Compensation) including a Roth option, with John Hancock;
- Participates in the State of Indiana PERF program, which provides for a hybrid annuity and defined benefit pension.

QUALIFICATIONS:

- Must possess a valid driver's license.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those encountered in the course of work.
- Ability to address the public in a coherent, professional, and courteous manner.
- Proficient in operating standard office equipment such as computers, printers/copiers, fax machines, and phone systems.

- Advanced skills in using software programs for spreadsheets, word processing, database management, and other applications.
- Ability to proofread with accuracy and knowledge of the proper use of the English language.
- Ability to multitask and make adjustments accordingly, handle multiple interruptions, properly prioritize, complete tasks, and meet deadlines with limited supervision.
- Ability to ensure that data and files are input with necessary detail and accuracy, according to standards that have been developed and approved by the Parks Director.
- Must have scheduling flexibility as this is not a set Monday through Friday position. It is a salaried position that requires flexibility as there will be weekend and/or evening events, tournaments, games, and other programs that will require attendance to ensure these programs run smoothly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide managerial and administrative support services to the Parks Director.
- Directly carries out leadership responsibilities by coordinating with community agencies and town departments to provide, oversee, guide, and evaluate youth, adult, and senior-related programming. This includes contract workers and/or volunteers, in accordance with the Merrillville Parks and Recreation policies, purpose, and goals.
- Assist in the planning, developing, coordinating, implementing, and supervising of all recreation-approved programming.
- Assist with hiring, training, and supervising all staff.
- Provide daily work assignments to staff.
- Conduct and attend staff meetings, and community meetings as required.
- Maintain inventory, distribute, and order supplies and equipment for recreation, fitness center, athletic programs, and concession stand.
- Market programs through flyers, brochures, social media, and Parks & Recreation/Town websites.
- Prepare a programming budget for all programs.
- Monitor expenditures and revenues received from programming.
- Develop and assure compliance with policies and procedures.
- Adheres to Town of Merrillville ordinances, state statutes, and Federal Government guidelines.
- Must understand how workstations connect to a server, update group policy on the server, and add/remove users and workstations on the server.
- Performs other duties as assigned.

PHYSICAL ABILITIES:

- Must be able to climb, balance, stoop, kneel, crouch, crawl, push, pull, lift, finger, grasp, feel, bend, sit, stand, walk, carry, reach, talk, and hear as needed.
- Occasionally lift and move objects weighing up to 50 pounds.

- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, read extensively, drive a motor vehicle, and be able to inspect the work of others.

To be considered for the position, please provide a resume to:

Town of Merrillville
Attn: Human Resources Department
7820 Broadway
Merrillville, IN 46410

You may also email your resume to:
kpettit@merrillville.in.gov

An Equal Opportunity Employer
The Town of Merrillville does not discriminate in employment based on race, color, religion, sex, sexual orientation, gender identity, nation origin, veteran or disability status.