



## Town of Merrillville

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

**Position:** Director of Parks and Recreation

**Department:** Parks and Recreation

**Work Schedule:** Varied Shifts

**Status:** Exempt, Full Time

The Director of Parks and Recreation will be responsible for developing, planning, promoting, maintaining, and supervising department recreational programs, special events, and all park 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 Department. Preparation of long-range strategic plans for the department is also a function of this position.

This position is a salaried position with a current annual salary range of \$70,000 to \$80,000. Salary will be based on experience and educational achievements.

### **EDUCATION AND EXPERIENCE:**

- Must have a bachelor's degree or equivalent in a related field.
- A master's degree in a related field is desirable.
- 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 plan - effective day one;
- 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, through John Hancock;
- Town vehicle;
- 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 promptly resolve problems within the Parks and Recreation Department.
- Ability to communicate with the Town Council, Parks Committee, and the Dean and Barbara White Community Center Committee often, and must be able to discuss policies, plans, and budget matters effectively.
- Ability to oversee a team of managers within the Parks and Recreation Department.
- 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:**

- Plan capital expenditures for the Parks and Recreation Department.
- Responsible for department budget, including general and grant funds, monitoring revenues and expenditure records, and ensuring cost-effective operations within assigned budget.
- Assist in the research and development of alternate funding sources, such as grants, advertising, sponsorships, donations, and public/private partnerships.
- Collect appropriate information and prepare various grant applications, submit to funding agencies as well as the administration and monitoring of funded grant programs.
- Develop appropriate parks and recreation programs to fit the needs of the community.
- Design and operate all recreation programs by national standards as set by the American Camp Association and the National Recreation and Park Association.
- Receive and investigate public complaints regarding recreation programs, park facilities, and personnel, and initiate appropriate action to resolve valid complaints.
- Prepare the department's annual budget request to the Town Council/Town Manager.
- Prepare annual report of recreational activities and department budget, including projecting payroll and other costs, and making recommendations to the Town Manager.
- Create and present regular reports for the Town Council, Parks Committee, and the Dean and Barbara White Community Center Committee on budgeting and other department matters.
- Coordinate fundraising initiatives for the department.
- Oversee marketing and publicity pertaining to the Parks and Recreation Department.
- Promote recreation programs throughout the community by making public speaking presentations, developing marketing brochures/flyers, and providing information for news media releases.

- Process program registrations and prepare monthly recreation reports for the Town Council/Town Manager.
- Serve as the department liaison with other recreation service agencies, and Town Council at various community events.
- Supervise and monitor policy compliance by other Parks and Recreation Department Managers.
- Supervise and direct personnel, assign work tasks, evaluate performance, and provide training and corrective instruction.
- Ensure sufficient staffing for anticipated usage of facilities.
- Develop, plan, schedule, and coordinate diversified recreation programs, including assessing resident needs/interests, developing long-range plans, evaluating programs/activities, and making policy and procedure changes as needed.
- Coordinate all off-site programming areas and assist in scheduling and coordinating the use of park facilities.
- Maintain all parks and recreation department buildings, equipment, and supplies.
- Maintain the 12 neighborhood parks, 2 trail systems, open space, gateways, and other town-owned properties.
- Upkeep and recognize post-construction issues by working with maintenance, custodial staff, outside contractors, and other town departments to maintain the facility.

**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](mailto: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, national origin, veteran or disability status.**