



Director of Parks and Recreation

Town of Dyer

Contact Name: David Hein
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Closing Date: 2022-06-14
Salary: \$65,000 - \$85,000

Description:

The Town of Dyer is currently accepting applications for the Director of Parks and Recreation position. This position is the department head for the Parks and Recreation department and is also a part of the administrative team for the Town of Dyer.

Dyer is in the Chicago metropolitan area approximately 30 miles south of Chicago in Lake County, Indiana. Dyer has 22 parks, over 181 acres including 77 acres for Central Park, which includes 4 ball fields, concessions, restroom facilities, connecting walking paths, 2 ponds, a dog park, parking lot, 100-person pavilion with restrooms, soccer fields, playground and open space. The south end is currently under a design phase with construction to begin in 2023. The parks and recreation department strives to provide and maintain quality recreation facilities, parks and programs which enhance the physical, social and emotional

well-being of the citizens of the Town of Dyer.

The Director of Parks and Recreation is a position of professional administrative and technical work directing the operations of the Department of Parks and Recreation. The Town of Dyer refers to the Director of Parks and Recreation interchangeably with the title Superintendent of Parks and Recreation as referred to in Indiana state statute 36-10-3-14 and applies all requirements of the same.

The Director is responsible for supervising all Parks and Recreation Department activities, including the maintenance of all parks and park facilities. The Director supervises departmental personnel and is responsible for recruiting, hiring and training department employees. The Director is responsible for planning and guiding the development of department programs and for advising the Board of Parks and Recreation and Town Council of desirable changes in department policies. The Director's work is subject to general direction from and reviews by the Board of Parks and Recreation.

Qualified applicants should hold a Bachelor's Degree in the discipline of Park and Recreation Administration or Leisure Studies with three to five years of parks and recreation administration experience. Certified Parks and Recreation Professional certification is preferred.

The salary range for this position is \$ \$65,000 - \$85,000.

Applications will be accepted until June 14, 2022. Qualified candidates can send resume and Town of Dyer employment application to: Town of Dyer, c/o Town Manager, 1 Town Square, Dyer, IN 46311 or emailed to the Town Manager at dhein@townofdyer.com.

The Town of Dyer employment applications are available at the Dyer Town Hall or online at www.townofdye.com under "forms". The Town of Dyer is an equal opportunity employer.