

Part time Parks Superintendent Posting

Applications are now being accepted for Superintendent of the Parks and Recreation Department, Town of Griffith. This part time position will require approximately 30 hours per week, including some weekends. Responsibilities include overseeing maintenance of parks, bike trails and various town properties; supervision of park maintenance staff; and accountability for the park operational budget. Candidate should possess leadership and organizational skills to ensure a well-structured schedule of tasks and staff to proactively meet the needs of the community. Candidate will perform administrative functions including but, not limited to, property evaluations related to safety, maintenance and enhancements; meeting with contractors, generating proposals and presenting recommendations to the Griffith Parks Board. Fluent in Internet searching, Microsoft Word and Excel required. Ability to communicate with various leaders of Town Government and park visitors in a positive charismatic demeanor is a must.

Send resume to griffithparks@griffith.in.gov