



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

**Position:** Site Supervisor  
**Department:** Parks & Recreation  
**Status:** Full-Time, Hourly Position  
**Salary:** \$15.76/Hour

**GENERAL PURPOSE:** The Site Supervisor is responsible for providing managerial and administrative support to the Parks & Recreation Superintendent, the Assistant Parks & Recreation Superintendent, and the Member Services Manager. This position is under the direct supervision of the Member Services Manager.

**DESIRED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Must have a high school diploma or equivalent.
- Must be proficient in email, office software, and accounting software
- Ability to perform basic and mathematical computations.
- Must have prior customer service skills.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to understand and follow written and oral instructions.
- 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 & Recreation Superintendent.
- 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.

**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;
- 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide managerial and administrative support services to the Parks & Recreation Superintendent, the Assistant Parks & Recreation Superintendent, and the Member Services Manager.
- Directly carries out leadership responsibilities to oversee, guide, and evaluate Youth/Adult Sports. This includes contract workers and/or volunteers, in accordance with the Merrillville Parks & Recreation policies, purpose, and goals.
- Responsible for ensuring the outlined procedures before, during, and after an activity or game are fully completed.
- Properly prepares activity and play areas to ensure safety for all participants.
- Visible and available to answer questions from staff, coaches, participants, and fans.
- Responds professionally and confidentially to suspicious and inappropriate behaviors. Mandated reporting requirements related to such activity should be followed.
- Listens to concerns, resolves problems, and corrects inappropriate behavior. Document situations and communicate them to the Parks & Recreation Superintendent, the Assistant Parks & Recreation Superintendent, or the Member Services Manager.
- Completes necessary paperwork accurately and timely.
- Immediately notify the Parks & Recreation Superintendent, the Assistant Parks & Recreation Superintendent, or the Member Services Manager of any item of value left at the Community Center to receive instructions on where the item is to be stored or delivered.
- Check with the Member Services Manager prior to the scheduled shift for any necessary information, instructions, and supply or equipment pick up.
- Assure equipment is being used properly and wiped down after each use.
- Maintains regular and scheduled attendance. Secures a substitute if unable to cover scheduled shifts and notifies the Member Services Manager of schedule substitutions prior to the change.
- Performs housekeeping and sanitation throughout the Dean and Barbara White Community Center.

- Check to ensure all doors are locked for safety and security purposes.
- Print the balance sheet for the front desk.
- Other duties as assigned by the Parks & Recreation Superintendent, the Assistant Parks & Recreation Superintendent, and the Member Services Manager.

**SPECIAL REQUIREMENTS:**

- Must be able to pass a background check and a drug screening.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to sit and work at a workstation for extended periods.
- Must be able to use a computer keyboard, mouse, and visual display terminal.
- Must be able to monitor several communication devices, including telephone, computer, fax machine, and copier.
- Must have dexterity of hands and fingers to efficiently operate and/or set up equipment.
- Must be able to stand, walk, carry, and reach, as needed.
- Occasionally lift and move objects weighing up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- The job is generally performed in a climate-controlled, smoke-free environment.
- The noise level in the work environment is usually moderate, but there will be occasions when the noise level is loud to extremely loud.

**An Equal Opportunity Employer**

The Town of Merrillville provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender, identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.