

# Oak Hill Cemetery



SINCE 1859

612.861.5650

59<sup>TH</sup> STREET AND LYNDAL AVENUE SOUTH  
MINNEAPOLIS, MINNESOTA 55419

**Title: Superintendent, Part Time**

**Accountable to: Board of Directors, Richfield Cemetery Association**

## **Organization**

Oak Hill Cemetery, in South Minneapolis, was founded in 1859 and is the oldest cemetery in Hennepin County. Just over 10 acres of the 15 acre site are platted for burials, and over 9600 individuals are buried or memorialized here. Significant work has been done over the past decade in landscaping, property restoration, and management. This has led to healthy sales and memorial activity. Oak Hill is managed by the Richfield Cemetery Association, a non-profit organization with a Board of Directors. <https://www.oakhillcemeterympls.org/>

## **Position**

The Cemetery is seeking a Superintendent, to succeed and be trained by our current, retiring, Superintendent. The Superintendent is the face of the Cemetery to clients, business partners (including landscape contractors, mortuaries and funeral homes, and monument companies), neighbors, and families of those interred, and is responsible for the effective operation of the Cemetery. From ensuring the health and beauty of the site, to assisting visitors and researchers in finding burial records, to meeting needs for gravesites in advance of and at the time of death, to ensuring the completion of legal documentation of burials and other recordkeeping, this position provides an opportunity to make an impact on people in our community.

## **Schedule**

Hours are not regular and are seasonally variable. Historically, they have ranged from a low of 30 hours/month during the winter to as many as 60 hours per month from April-November. The Superintendent will most likely do much work from home/offsite.

## **Duties and responsibilities**

- Effective and open communication with the Board of Directors.
- Prompt, accurate, and professional communication between clients, funeral directors, and contracted service providers (groundskeeping, grave-digging, site improvement, monument companies), using email, phone, and in-person tools.
- Meet with families/parties to sell gravesites.
- Be present at burials, or make alternative arrangement for direction and receipt of fees (funerals are able to be scheduled most days except Sunday).
- Maintain sales and burial records of the cemetery, and provide accurate contact information for use by the Board.
- Be able to support the cemetery use of Find-A-Grave (online).
- Must carry own liability insurance.

## **Qualifications**

- Self-motivated and trustworthy
- Familiar with sales and client services
- Prompt and accurate communicator

- Able to learn cemetery skills, including locating gravesites and understanding filing and recording systems
- Competent with excel/spreadsheets
- Exhibit calm, clarity, accuracy, and compassion

**Physical demands**

The position requires the ability to walk around cemetery grounds to guide clients, locate gravesites, and oversee projects. Much work may be accomplished at a desk, on a computer, or by phone. The Superintendent must have the ability to be available on-site at irregular times.

**Work environment**

Oak Hill Cemetery provides a low-key but effective work atmosphere, supported by an accessible Board of Directors. The on-site location is a small stand-alone office with seasonal plumbing.

**Compensation**

\$25/hour, invoiced monthly to the Treasurer, plus reimbursement of verified mileage.

This position is considered 'self-employed,' and carries no benefits. An IRS Form 1099 is provided annually.

For further information, or to submit a resume, please contact:

Sue Goodspeed, Secretary, Board of Directors, [oakhillcemeterympls@gmail.com](mailto:oakhillcemeterympls@gmail.com)