



City of Milford
Recreation Coordinator
Pay Grade: 6

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Possession of a valid Delaware driver's license, CPR Certification, first aid training, two (2) years' increasingly responsible experience in recreation services, including supervisor experience, NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training is required. Comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Background re-check completed every 2 years. Subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: Bachelor's Degree with a major in Parks and Recreation, Physical Education or a related field.

Direct Supervisor: Parks & Recreation Director

Supervisory Responsibility: Seasonal/temporary personnel

Primary Work Location: Office setting and Recreation Facilities.

Job Summary: The Recreation Coordinator is responsible for organizing, implementing, supervising, coordinating, staffing, promoting, and evaluating assigned recreation programs. The Recreation Coordinator is committed to the mission, vision, and values of the City, demonstrating ethical conduct, community stewardship, individual initiative, and responsive service.

The Recreation Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Recreation Coordinator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Parks & Recreation Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Flexible Scheduling & Program Supervision:** Works a flexible schedule, including weekends and holidays, to accommodate practices and games. Plans and supervises citywide recreation activities.
- **Program Development & Evaluation:** Conducts surveys of parents, communities, and the general public to assess recreation program effectiveness. Recommends new programs or revisions based on survey results. Monitors program performance and implements necessary modifications.
- **Marketing & Outreach:** Plans, designs, and coordinates marketing materials such as brochures, flyers, press releases, and news articles. Develops outreach strategies to increase program participation.
- **Personnel Management:** Conducts informational meetings with seasonal/temporary personnel regarding policies, procedures, rules, and regulations related to assigned activities. Provides supervision and guidance to recreation staff.
- **Facility & Event Oversight:** Marks and lays out sports fields. Supervises facility use by participant groups, enforcing rules and maintaining order. Develops, plans, arranges, and oversees special events.



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- **Community Engagement & Partnerships:** Maintains relationships with community groups, organizations, and other agencies to enhance program offerings and partnerships.
- **Regulatory Compliance & Grants:** Interprets and applies regulations, policies, laws, and codes related to sports programs. Assists with grant proposals and seeks additional resources for program funding.
- **Financial & Budget Management:** Assists in developing and administering the division's annual budget. Forecasts funding needs for staffing, equipment, materials, and supplies. Monitors income from user-based fees in the recreation spending account (Enterprise Account) and conducts pre/post-cost analyses of programs and special events.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles, rules, materials, and equipment requirements in a variety of recreational activities
- Rules and equipment of various sports
- Philosophy and objectives of public recreation
- First aid practices and techniques
- Marking and layout of sports fields

Skills

- Communicates clearly and concisely, both orally and in writing.
- Supervises, trains, and evaluates assigned staff.
- Establishes and maintains effective work relationships.
- Organizes, implements, supervises, promotes, and evaluates recreation programs.
- Interprets and implements Department and City of Milford policies.
- Develops and maintains support for programs and services from the local community and organizations.

Abilities

- Adheres to program standards and objectives outlined by superiors, and to lead and instruct groups in games, sports, and other recreational activities.
- Resolves disputes with firmness and impartiality.
- Meets and deals tactfully with the public.
- Must be able to work unsupervised and be adaptable to a flexible schedule. Have the ability to work after hours, and weekends in order for scheduled programming and special events to occur.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
