



City of Milford  
Recreation Coordinator  
Pay Grade: G07

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Possession of a valid Delaware driver's license, CPR Certification, first aid training, 2 years of 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 and Recreation Director

**Supervisory Responsibility:** Seasonal/temporary personnel

**Primary Work Location:** Office setting and Recreation Facilities.

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**Job Summary:** To organize, implement, supervise, coordinate, staff, promote and evaluate assigned recreation programs. 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.

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**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:

- A. Must be willing to work a flexible schedule that differs from the normal City start and stop time of 8:00 a.m. to 4:30 p.m. The flexible work schedule will include weekends, and holidays to accommodate practices and games.
- B. Plan and supervise City-wide recreation activities.
- C. Develop and conduct surveys of parents, communities, and the general public regarding recreation programs and recommend new programs or revisions based on survey results.
- D. Monitor program performance; recommend and implement modifications to systems and procedures.
- E. Plan, design, and coordinate the products of marketing tools such as brochures and fliers; prepares press releases and news articles.
- F. Conduct informational meetings with seasonal/temporary personnel concerning policies, procedures, rules and regulations related to their specific assigned activities.
- G. Responsible for marking and layout of sports fields.
- H. Supervise use of facilities, by participant groups and enforce rules and regulations, and maintain order and discipline.
- I. Maintain relationships with various community groups, organizations, and other agencies.



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- J. Develop, plan, arrange, and oversee special events.
  - K. Request materials and supplies for activities.
  - L. Interpret regulations, policies, laws and codes for sports programs.
  - M. Assist with preparation of grant proposals and other additional resources for programs.
  - N. Participate in the development and administration of the division's annual budget; forecasts funds needed for staffing, equipment, materials, and supplies.
  - O. Monitor all income from "user based" fees in recreation spending account known as the "Enterprise" account which includes pre/post-cost analysis of each program and special events.
  - P. Performs other duties 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**

- ✓ Communicate clearly and concisely, both orally and in writing.
- ✓ Supervise, train, and evaluate assigned staff.
- ✓ Establish and maintain effective work relationships.
- ✓ Organize, implement, supervise, promote and evaluate recreation programs.
- ✓ Interpret and implement Department and City of Milford policies.
- ✓ Develop and maintain support for programs and services from the local community and organizations.

**Abilities**

- ✓ Adhere to program standards and objectives outlined by superiors, and to lead and instruct groups in games, sports and other recreational activities.
- ✓ Resolve disputes with firmness and impartiality.
- ✓ Meet and deal 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 positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Administrator:

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