



City of Milford Parks & Recreation Supervisor Pay Grade: G07

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.

Minimum Education Requirements: Bachelor's degree with a major in parks and recreation, physical education or a related field

Direct Supervisor(s): Recreation Superintendent, and/or the Parks and Recreation Director

Supervisory Responsibility: Directly supervise program coordinators, youth workers, coaches, and volunteers.

Primary Work Location: Office setting, Parks and Recreation Facilities

Job Summary: To organize, implement, supervise, coordinate, staff, promote and evaluate assigned recreation programs. The Parks & Recreation Supervisor 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 Recreation Superintendent, and/or the Parks and 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. Plan and supervise City-wide recreation activities suited to the needs of participants.
- B. Scheduled supervise use of facilities, by participant groups and enforce rules and regulations, and maintain order and discipline.
- C. Conduct public relations for programs; publicize events and special activities.
- D. Maintain relationships with various community groups, organizations, and other agencies.
- E. Publicizes events and special activities.
- F. Develop, plan, arrange, and oversee special events.
- G. Prepare reports and activities, request materials and supplies.
- H. Supervise or assist in the maintaining of cleanliness and order of the facility and recreational equipment.
- I. Inventory and order materials and supplies.
- J. Maintain parks in good order, cut grass, move trash, maintain structures, oversee and assist in athletic field maintenance.



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- K. Operate mowers, line trimmers, power equipment, various hand and power tools connected with field maintenance and when required facility maintenance.
- L. Hire and supervise part-time instructors, program coordinators, and coaches.
- M. Performs related work as required.
- N. Interpret regulations, policies, laws and codes to sports to staff and public.
- O. Address recreation, community and special interest committees as assigned.
- P. Conduct, attend, and participate in all assigned staff meetings.
- Q. Assist with preparation of grant proposals.
- R. Assist in the development of new programs, and the evaluation of existing programs.
- S. Develop and negotiate contracts when necessary.
- T. Serve, as assigned, as staff to special interest groups.
- U. Schedule use of facilities.
- V. Make policy and procedure recommendations to the Recreation Superintendent, and/or Parks and Recreation Director.
- W. Open and close facilities when required for practices, games, events, and programs.
- X. Serve as the acting Recreation Superintendent as required by the Director.

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
- Athletic and field maintenance, marking and layout of sports fields, lawn fertilization and irrigation techniques

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 Head _____

Employee _____

Director of Human Resources _____