



City of Milford
Recreation Superintendent
Pay Grade: G08

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Major work in recreation, physical education or a related field; Five years of experience in the administration of recreation programs; Training in CPR and First Aid; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 Training. A 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 two years. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must obtain the Certified Park and Recreational Professional certification within 24 months of hire. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: Bachelor's degree

Direct Supervisor: Parks & Recreation Director

Supervisory Responsibility: Small group of employees

Primary Work Location: Office setting, Parks and Recreation Facilities

Job Summary: Responsible for designing, planning, implementing and evaluating the recreation programs and special events which range from sports to arts and crafts and the special events including festivals, field trips and themed events. Coordinates assigned activities with other departments, agencies, and organizations as required.

The Recreation Superintendent 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 Superintendent 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:

- 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 nights, weekends, and holidays to accommodate practices and games.
- B. Communicate with team members in order to maintain the continuity of customer service.
- C. Present ideas clearly, both verbally and in writing, to share information or knowledge, negotiate and discuss alternatives, and address problem/conflict situations.
- D. Develop, update and monitor public relations plan, utilizing social media and traditional media outlets.
- E. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements department and City of Milford procedures.
- F. Identifies opportunities for improving programming; identifies, reviews, and makes recommendations for improvements.
- G. Directs, coordinates, and reviews the work plan for recreation staff; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work



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- products, methods, and procedures; meets with staff to identify and resolve problems.
- H. Participates in the development and administration of the division's annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors expenditures and revenues; recommends adjustments as necessary.
 - I. Promotes and coordinates the activities and operations of the Recreation Division; prepares program event and marketing material including news releases, flyers, schedule of events, pamphlets, and brochures.
 - J. Participates in public relations and information programs by working with and providing outreach to schools, non-profit organizations, citizens, and community groups; participates in City-wide special events and related functions.
 - K. Prepares a variety of regular and special reports and records on operations and activities related to the Recreation Division.
 - L. May serve as the liaison for the Department (when required by the Parks and Recreation Director) with other departments, community organizations, and outside agencies; attends meetings and provides information; resolves sensitive and controversial issues (when requested).
 - M. Provides staff assistance to the Parks and Recreation Director; provides interdepartmental support on various projects including capital projects, park development, and facility management; conducts a variety of studies and investigations; develops and recommends modifications to recreation programs, policies, and procedures as appropriate.
 - N. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
 - O. Write applications for grants to be used for youth programs, health and social services which benefit the residents and monitor those grants that are awarded.
 - P. Monitor all recreation-related income, including user fees, sponsorships, sales, etc., including conducting a pre-and post-cost analysis of each program and special events, conducting cost recovery evaluation, and making recommendations for changes to fees and charges.
 - Q. Schedule and supervise use of facilities, by participant groups and enforces rules and regulations and maintains order.
 - R. Responsible for marking and layout of sports fields.
 - S. Develop, plan, arrange and oversee special events.
 - T. Prepare reports on activities, requests for materials and supplies.
 - U. Supervise or assist in the maintaining of cleanliness and order of the facility and recreational equipment.
 - V. Inventory and order materials and supplies.
 - W. Plan, organize and supervise overall city-wide program of summer activities for the department.
 - X. Responds to and resolves citizen inquiries and complaints.
 - Y. Performs related work as required.

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

- Operational characteristics, services, and activities of municipal recreational programs;
- Theories, principles, operational practices and trends of public recreation program



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development and administration, including laws, regulations, and safety measures used in the operation of recreational programs;

- Marketing theories, principles and practices and their application to recreation programs.
- Principles of public administration.
- Customer service skills and techniques.
- Principles and practices of program development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Maintenance and repair procedures for forestry equipment and grounds.
- First aid and use of radio equipment.
- Current social and economic trends.

Skills

- Meet expectations for quality service and delivery dates with good time management
- Software applications as needed for the work assigned
- Communicate complex ideas, both orally and in writing.
- Able to supervise a group of employees.
- Efficient time management.

Abilities

- Oversee and participate in the management of a comprehensive recreation program; Supervise, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate program staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer program budgets.
- Manage programs and services.
- Utilize and maximize available resources to meet recreation program and service goals.
- Conduct studies, analyze data, and draw sound conclusions.
- Elicit community and organizational support for recreation programs.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Exercise tact and deal effectively with officials and representatives of other jurisdictions, departments and the general public.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to lead and instruct individuals, coaches, staff and groups, in games, sports and other recreational activities when required.



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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:

Employee:

Human Resources Administrator:
