

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Parks and Recreation Coordinator
<b>Job Code</b>	1024
<b>FLSA Status</b>	Non-exempt
<b>Pay Grade</b>	106

### GENERAL POSITION SUMMARY

Directs the operations and activities of the Recreation department. Oversee and inspect recreational areas, including parks, and playgrounds. Plans and schedules for recreational activities during the summer. Serves as a resource for visitors and provides recommendations for activities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides residents and visitors with a source of recreational activities throughout the summer months of June, July and August.
- Schedules and oversee various contracted summer recreational activities provided by the city in multiple locations throughout the city including Grove Park, Hickman Street Recreational Area and four public playground areas.
- Performs daily inspections of public grounds and facilities to ensure public safety and facility maintenance leading up to and throughout the summer season.
- Serves as department resource for visitors looking for family activities throughout the summer in the local area.
- Completed various administrative duties.
- Conduct routine inspections of all outbuildings, pavilions, water fountains, bike racks, fencing, and other park structures to identify maintenance and repair needs, coordinating repairs or replacements as required.
- Enhance the visual appeal of parks and public spaces through beautification projects, including city planting initiatives, and landscape enhancements.
- Foster positive relationships with community groups, neighborhood associations, and stakeholders, seeking input, addressing concerns, and programming initiatives within parks.
- Performs related work as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A bachelor's degree from an accredited college or university

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- At least three (3) to five (5) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

### PREFERRED QUALIFICATIONS

- CPR/AED Certification

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Public relations, marketing, and event planning to promote park programs, events, and initiatives, enhancing community engagement and support.
- Maintaining accurate records, reports, and documentation related to park operations, maintenance activities, budget expenditures, and community engagement efforts.
- Park regulations, rules, and policies, with the ability to develop and enforce guidelines to ensure safety, accessibility, and environmental sustainability.

#### Skill in:

- Supervising contractors and volunteers, providing directions and support to ensure a cohesive and productive team.
- Strong communication and interpersonal skills to engage with community groups, stakeholders, and park users, seeking input, addressing concerns, and fostering partnerships.
- Effectively communicate with park visitors, addressing inquiries, providing information, and ensuring a positive experience for all users, which may involve handling complaints, resolving issues, and soliciting feedback.

#### Ability to:

- Ability to adapt to changing circumstances, prioritize tasks, and solve problems effectively to address operational challenges and meet the needs of park users.

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

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<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)		X	
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )		X	
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )		X	

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The position is generally *sedentary*. Employees sit most of the time but may walk or stand for brief periods of time.

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