

TOWN OF MILLVILLE
NOTICE TO HIRE PARKS & RECREATION ADMINISTRATOR (PRA)

The Town of Millville is looking for a qualified individual for the full-time position of Parks & Recreation Administrator. The PRA will report to the Town Manager and is responsible for the development and oversight of all activities at Evans Park including maintaining the park related website and making recommendations to the Town Manager to enhance and improve current policies. Development of short- and long-term plans for hosting year-round activities for the Town of Millville. This includes working with the Town Manager on budget development, implementation of cultural, recreational, seasonal events, concerts, and activities to enhance the experience and lives of town residents and surrounding communities, also includes oversight of all contracted group events at community center.

The applicant must have a high school diploma. An Associate Degree in Parks & Recreation (or its equivalent) is preferred. Responsible work experience in parks and recreation, event planning and coordination, or both, is preferred. In addition to these qualifications, applicants must have: a high level of ethics and integrity; excellent verbal and written communications skills and have the ability to communicate effectively with the public and work well with Town Council, Town employees and others. Applicants must possess a high level of computer proficiency including knowledge of and experience with such computer programs as Microsoft Excel, Outlook Express, Microsoft Office, Power Point, Publisher, and Financial Software. Copies of the job description are available upon request.

The successful applicant must pass a background check and drug test. Salary will be commensurate with education and experience.

The deadline for consideration is May 20, 2022. To apply, qualified applicants should mail a confidential cover letter, application for employment which is found on our website, www.millville.delaware.gov, and resume to:

Town of Millville
Town Manager Debbie Botchie
36404 Club House RD
Millville, DE 19967

Or

By email to: dbotchie@mvtown.com

The Town of Millville is an Equal Opportunity Employer

**TOWN OF MILLVILLE
PARKS AND RECREATION ADMINISTRATOR (PRA)
POSITION DESCRIPTION**

Summary of Position

The PRA will report to the Town Manager and is responsible for the development and oversight of all activities at Evans Park and all future Town parkland, including maintaining the park-related portions of the Town website and making recommendations to the Town Manager to enhance and improve current policies. Development of short- and long-term plans for hosting activities year-round for the Town of Millville. This includes working with the Town Manager on budget development, implementation of cultural, recreational seasonal events, concerts, and activities to enhance the experience and lives of Town residents and the surrounding communities, and also includes oversight of all events at the community center.

Responsibilities of Work

The PRA is responsible for working effectively with the Town Manager and Town Staff, in order to complete the various duties as outlined below.

- ❖ Plans, develops, promotes, and serves as operations manager for all Townsponsored or -hosted programs, activities, and events.
- ❖ In conjunction with the Town Manager and Finance Director, prepares proposed and final yearly budgets on Evans Park and all future parkland, for the Town Council's review and approval.
- ❖ Manages and inspects all ground maintenance and building maintenance, including work performed by outside contractors, volunteers, yourself, or other staff.
- ❖ Solicits and secures business support sponsorships for programs and events.
- ❖ Researches and applies for grant opportunities.
- ❖ Plans, coordinates, and executes approved special events, activities, and recreational programs, with related duties including coordinating staffing, contract personnel, activity logistics only with the Town Manager's approval.
- ❖ Evaluates programs and activities for effectiveness and value to the recreation program and community residents.
- ❖ Maintains, tracks, and documents any injuries, damage or vandalism within the park and reports to the Town Manager and Finance Director.
- ❖ Creates a social media presence for the Town's parks and recreation, writes press releases, and cultivates local media coverage of activities.
- ❖ Serves as a liaison to and meet with prospective clients, residents, community clubs and others for facility rental and use.
- ❖ Ensures the Town calendar of events, including contracted activities, are accurately listed, which may include the actual scheduling of events and maintenance of the scheduling system.
- ❖ In conjunction with Town Manager or designee, prepares or reviews facility rental contracts to be approved by the Town Council or designee.
- ❖ Is responsible for website content, accuracy, and updates.
- ❖ Is required to work at hours and days, including some weekends and evenings, if Town events are scheduled, at the direction of the Town Manager.

Required Knowledge, Skills and Abilities

- ❖ **Education.** Associate Degree in Parks and Recreation (or its equivalent) is preferred; High School Diploma is required
- ❖ **Experience.** Preferred: responsible work experience in parks and recreation, event planning and coordination, or both.
- ❖ **Certificates, Licenses, Registrations.** Preference is given to Certified Parks and Recreation Professionals (CPRP). CPR and First Aid Certification is required within six months of hire. Playground Safety Inspector Certification is required within 18 months of hire. Failure to achieve these certifications will be grounds for discipline, up to dismissal.
- ❖ High level of ethics and integrity.
- ❖ Extensive knowledge of general office practices and procedures.
- ❖ Excellent verbal and written communications skills.
- ❖ Working knowledge of office terminology, equipment, and the ability to type proficiently.
- ❖ High level of computer proficiency, including knowledge of and experience with such computer programs as Microsoft Office and Outlook Express.
- ❖ Ability to exercise independent judgment.
- ❖ Ability to listen to others.
- ❖ Ability to review and/or evaluate the work product of others to ensure compliance with applicable codes and standards.
- ❖ Ability to work efficiently without supervision.
- ❖ Demonstrated ability to apply conflict resolution skills.
- ❖ Demonstrated ability to accept and apply constructive criticism.
- ❖ Must be goal-minded and possess a self-starting drive to get things done, frequently by delegation to others.
- ❖ Must be positive, direct, and professional in striving to achieve results
- ❖ Must be able to motivate others to act through persuasiveness, enthusiasm, and by setting the standards for performance and work ethic.
- ❖ Ability to act independently and without precedent in the face of problems and to see problems solved through completion of all activities.
- ❖ **Physical Requirements:** Ability to stand for extended periods of time and walk up to two miles. Ability to lift up to 50 lbs.

Americans with Disabilities Act

This is moderate work requiring the exertion of up to fifty (50) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work also requires: the constant ascent and descent of self within buildings; positioning self to move about workspace and places of inspection, handling of job responsibilities; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities. The worker is exposed to inside and outside environmental and atmospheric conditions.

Required Training

Must attend classes, meetings, training workshops, seminars and/or conferences as directed and required to keep current with the duties and responsibilities of the position.

Position Description. Park & Recreation Administrator 4/21/2022