

JOB TITLE/DESCRIPTION: Recreation Coordinator / Office Assistant (Part-Time)

Accountability: Under the direction of the City Clerk-Treasurer, Mayor and Council member representing recreation department.

Position Summary

The Recreation Coordinator / Office Assistant is responsible for planning, organizing, coordinating, administering, and evaluating the City's recreation programs, leagues, special events, and related activities. Recreation programming and administration are the primary responsibilities of this position.

The employee is assigned to the City Hall front desk and will also provide customer service and administrative support by assisting residents with utility billing, rent payments, general inquiries, and other office functions. Front office duties are performed while maintaining recreation responsibilities as the primary focus of the position.

The City of Milford values employee development and provides opportunities for professional growth through expanded responsibilities, training, and experience.

Essential Recreation Duties and Responsibilities

- Plan, organize, coordinate, and administer all City recreation programs and activities.
- Develop seasonal recreation programs for youth and adults.
- Coordinate youth sports leagues, tournaments, clinics, camps, and community events.
- Oversee registration, participant records, team assignments, scheduling, and program administration.
- Recruit, organize, and communicate with volunteer coaches, officials, and program volunteers.
- Coordinate facility scheduling and recreational use of City facilities.
- Prepare promotional materials, flyers, brochures, social media posts, and website updates.
- Coordinate sponsorship opportunities and fundraising efforts.
- Order, inventory, and maintain recreation equipment, uniforms, and supplies.
- Prepare and monitor recreation budgets.
- Maintain financial records related to recreation programs.
- Collect and process recreation registrations and payments.
- Prepare reports and recommendations for the Recreation Board and City Clerk.
- Attend Recreation Board meetings as requested.
- Evaluate recreation programs and recommend improvements.
- Respond to participant and public inquiries regarding recreation programs.
- Assist with planning and coordinating community events and special projects.
- Perform other recreation-related duties as assigned.

- Assist Maintenance Department with field preparation as needed, including but not limited to: Dragging, lining, watering, etc...

Essential Office Assistant Duties and Responsibilities

- Serve as the primary customer service representative at the City Hall front desk.
- Answer telephones and greet visitors in a courteous and professional manner.
- Accept utility payments, rent payments, permit fees, recreation fees, and other City payments.
- Assist residents with utility billing questions and account inquiries.
- Process daily receipts and maintain accurate payment records.
- Provide general information regarding City services, ordinances, and departments.
- Assist with filing, scanning, record management, and data entry.
- Prepare correspondence, reports, forms, and other documents.
- Sort and distribute incoming mail.
- Maintain office supplies and front counter materials.
- Provide clerical support to City departments as directed.
- Perform additional administrative duties assigned by the City Clerk.

Minimum Qualifications

- High School diploma or GED required.
- Associate's degree or coursework in recreation, business administration, public administration, or a related field is preferred.
- Experience in recreation programming, customer service, office administration, or related work preferred.
- Valid Nebraska driver's license preferred.

Knowledge, Skills, and Abilities

- Knowledge of recreation programming principles.
- Strong organizational and time management skills.
- Excellent customer service and communication skills.
- Ability to establish positive working relationships with participants, volunteers, elected officials, staff, and the public.
- Ability to manage multiple projects simultaneously while meeting deadlines.
- Ability to work independently and exercise sound judgment.
- Proficiency with Microsoft Office, including Word, Excel, Outlook, and Publisher or Canva.
- Ability to learn municipal software systems including utility billing, payment processing, and registration software.
- Strong attention to detail and accuracy.

Working Conditions

Work is performed primarily in an office environment with frequent interaction with the public. The position also requires work outdoors while supervising recreation programs, community events, and athletic activities. Evening and weekend work is required during recreation seasons and special events.

Physical Requirements

- Sit, stand, and walk for extended periods.
- Lift and carry up to 30 pounds.
- Bend, stoop, reach, and climb occasionally.
- Operate standard office equipment, including computers, telephones, printers, and calculators.
- Work outdoors in varying weather conditions during recreation activities.

Schedule

This is a part-time position with a normal work schedule of:

Monday through Friday

8:00 a.m. – 1:00 p.m.

Hours may be adjusted or flexed as necessary to meet the operational needs of the Recreation Department, including recreation programs, community events, tournaments, meetings, and seasonal activities. Evening and weekend work will occasionally be required.

Supervision

This position reports directly to the City Clerk, who provides supervision, establishes work priorities, conducts performance evaluations, and approves scheduling.

Opportunities for Professional Growth

The City of Milford encourages professional development and supports employees in expanding their knowledge and skills. Employees demonstrating initiative, leadership, and commitment to public service may be considered for additional responsibilities, training opportunities, certifications, and advancement as organizational needs evolve.

