CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
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POSTED: November 13, 2026

PART-TIME RECREATION SPECIALIST

The City of Newark seeks a qualified candidate to fill a regular, part-time position within the Parks & Recreation Department. This position assists with the planning, coordination, and implementation of recreational programs, camps, community events, and licensed childcare services. Position is scheduled for 25 hours per week, with additional hours required for special events and departmental programs. Starting hourly pay rate of $28.26, plus paid vacation, earn sick time, and holidays.

Candidates should possess strong organizational, customer service, and communication skills and be comfortable working in a team-oriented environment. Work schedules may vary and will include occasional evenings, weekends, and additional hours during special events and programs. Applicants must have a high school diploma or GED, and some experience in recreation programming, event coordination, childcare services, customer service, volunteer management, or a related field. College coursework in Parks and Recreation, Education, Child Development, Event Management, or a related field is preferred. A valid driver's license is required.

Interested individuals can review a full job description online and must complete an application at www.newarkde.gov/jobs by **4:00 p.m. Friday, December 11, 2026**.

The City of Newark is an equal opportunity employer that is committed to inclusion and diversity. We are dedicated/committed to providing equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.

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City of Newark, Delaware
Position Classification Plan

Job Title:	Recreation Specialist		
Employee Classification:	CWA-PT	**Emergency Status:**	Non-Essential Emergency
Department:	Parks and Recreation	**Salary Grade:**	
Division:	Recreation		

Nature of Work

Performs administrative and programmatic work and assists with the oversight of recreational programs, day camps, special events, and licensed childcare services. Responsibilities include planning and coordinating programs and activities, supporting licensed childcare operations, assisting with the oversight of part-time staff and instructors, recruiting and coordinating volunteers, maintaining program records, and assisting participants and the public. Work is performed under the general supervision of the Deputy Director or designee, in collaboration with Recreation Supervisors and administrative staff.

Illustrative Examples of Work

1. Assists in the planning, organization, implementation, and evaluation of recreational programs, camps, childcare programs, and community events.
2. Coordinates program and event logistics including scheduling, facility preparation, staffing, equipment, supplies, and site setup and breakdown.
3. Coordinates and assists with the administration and operation of licensed childcare and after-school programs in accordance with departmental policies and applicable licensing requirements.
4. Assists with maintaining records, documentation, reports, and procedures necessary to support compliance with State licensing requirements for childcare programs.
5. Recruits, trains, schedules, and assists with the delegation and recognition of volunteers supporting recreation programs and special events.
6. Assists with the oversight and evaluation of assigned part-time employees, seasonal personnel, instructors, and volunteers.
7. Utilizes CivicRec and other software systems to maintain registrations, facility reservations, participant records, attendance records, and program reports.
8. Assists with participant registration, enrollment, and recordkeeping functions.
9. Develops and distributes promotional materials for programs, services, and special events utilizing print, electronic, and social media platforms.
10. Explains Department programs, policies, procedures, and services to participants, parents, volunteers, community organizations, and the general public.
11. Monitors programs and activities to ensure participant safety and adherence to Department policies and procedures.
12. Assists in evaluating program effectiveness, participation levels, staffing needs, and customer satisfaction.
13. Prepares reports, correspondence, schedules, requisitions, inventories, and other documents as required.
14. Assists with purchasing, inventory control, and procurement activities according to City and Department procedures.
15. Provides administrative assistance as needed, including answering telephones, responding to inquiries, and assisting customers.
16. Attends staff meetings, training sessions, and professional development opportunities.
17. Performs other related duties as required.

Employment Standards

Experience:

1. Some experience in recreation programming, event coordination, childcare services, volunteer management, customer service, or a related field.

2. Working knowledge of the principles and practices of recreation programming, special event coordination, licensed childcare operations, and youth development.
3. Ability to plan, organize, promote, and implement a variety of recreational programs and special events.
4. Ability to recruit, train, supervise, and evaluate volunteers, instructors, and part-time staff.
5. Ability to establish and maintain effective working relationships with participants, parents, volunteers, community organizations, coworkers, and the public.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to maintain accurate records and prepare reports.
8. Working knowledge of Microsoft Office applications and recreation management software.
9. Ability to understand and communicate Department policies and procedures.
10. Ability to work flexible hours including evenings, weekends, and holidays, as required.
11. The physical skills necessary to perform the duties of the position.
12. Any combination of experience and training which provides an equivalent to the minimum desirable employment standards.

Education and Certification:

1. Graduation from high school or GED.
2. College coursework in Parks and Recreation, Education, Child Development, Event Management, Business Administration, Public Administration, or a related field is preferred.
3. Possession of a valid driver's license.
4. Ability to satisfy all background investigation requirements associated with licensed childcare programs.

Essential Job Standards

1. Ability to sit, stand, walk, bend, kneel, crouch, and move throughout recreation facilities, childcare locations, parks, and event sites for extended periods of time.
2. Ability to walk and navigate uneven surfaces, athletic fields, playgrounds, parking lots, and outdoor event venues.
3. Ability to lift, carry, and move equipment, supplies, and materials weighing up to 25 pounds while utilizing proper safety measures.
4. Ability to lift materials and equipment overhead as necessary to complete event and program related tasks.
5. Ability to work indoors and outdoors in varying weather conditions while supporting programs and events.
6. Ability to type on a keyboard, use a mouse, operate standard office equipment, and view monitors for extended periods of time in an administrative setting.
7. Ability to communicate effectively in person, by telephone, and through electronic communication methods.

Approved By:

_____ City Manager	_____ Date