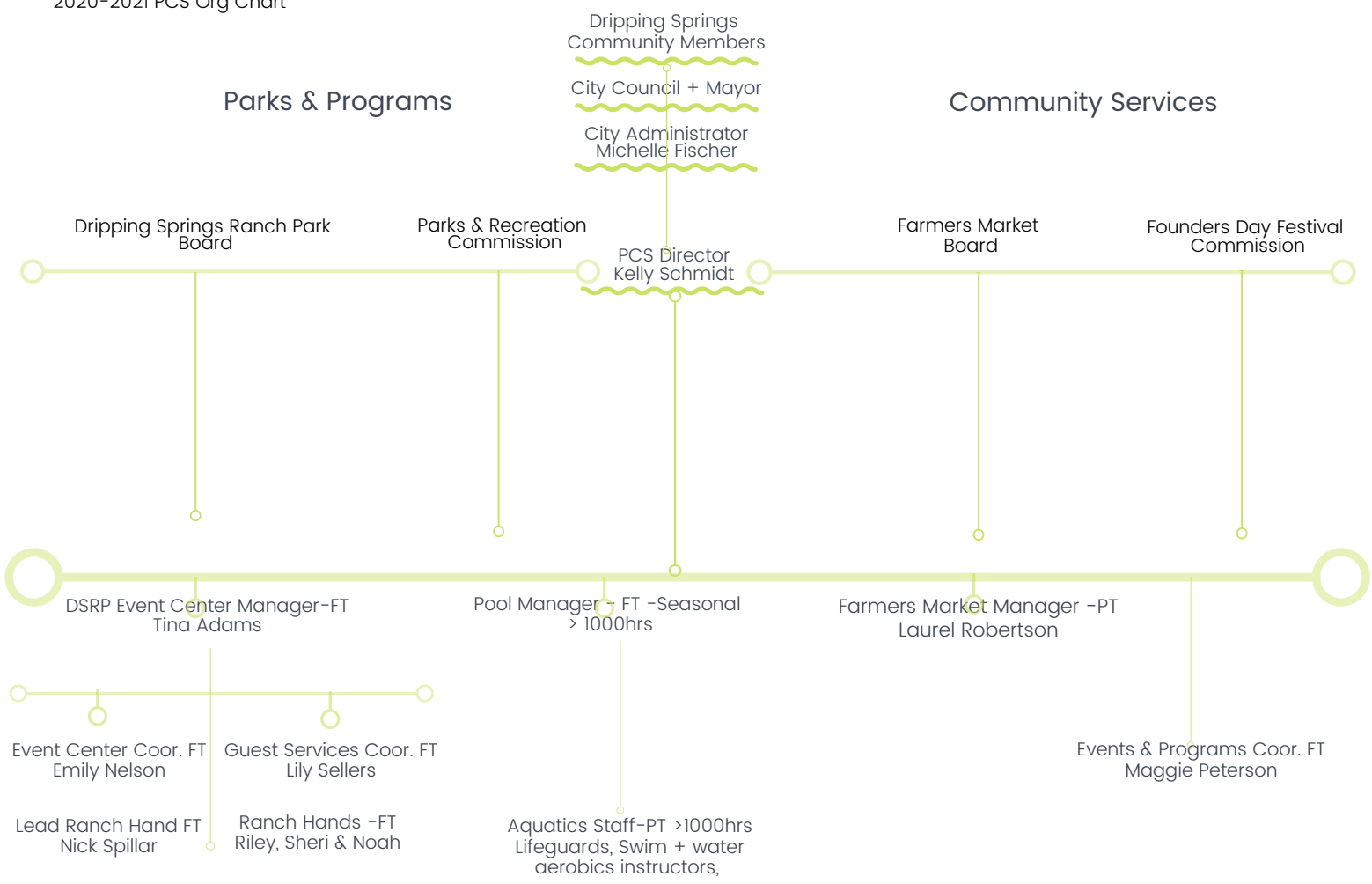


Parks & Programs

Community Services



CITY OF DRIPPING SPRINGS
 2021 - Department
 Current Organizational Chart

Current

PCS Director
Kelly Schmidt

- Manages PRC Department Operations & Team
- Oversees all PCS contracts reviewing and amending
- Oversees budgets (DSRP, FDC, PRC, & FM)
- Oversees HR tasks (recruitment, hiring, training, coaching, recommends termination)
- Creates policy, evaluates & updates existing policies regularly
- Applies for and obtains alternative sources of funding
- Manages all Capital Improvement projects & Master Plans
- Serves as city lead for NRPA Accreditation
- Authors and publishes seasonal PCS Activity Guide
- Serves as PCS staff liaison to PRC & City Council - attends all meetings
- Oversees web content and department branding
- Serves as department software's primary administrator
- Fields escalated questions, complaints, ideas from the public
- Manages all Community Services: film permits, event permits, street closure permits, itinerant vendor licenses
- Manages park dedication bench & tree donation program
- Instructs Red Cross programs (LGI)
- Assists with upkeep and pool oversight. Aquatic Facility Operator (AFO certified)
- Manages Founders Pool Business Operations
- Recruits, hires & trains Seasonal Aquatics Staff (15-20)
- Recruits, hires & trains Seasonal Coyote Kids Staff (6)
- Creates new Park Programs
- Uses Social Media to promote PCS
- Oversees all partnership programs in the parks (DSYSA, DSISD, DSASA)
- Explores and analyzes the introduction of adult sports leagues

Founders Memorial Pool Manager - FT
Seasonal (April - September)

- Instructs Red Cross programs (LGI)
- Assists with upkeep and pool oversight.
- Possesses & maintains necessary aquatics certifications, LGT, LGI, Aquatic Facility Operator (AFO certified), CPR/AED Adult & Pediatric
- Serves as on-site pool operations supervisor & schedules Aquatics Staff (15-20)
- Enforces pool use policies
- Manages aquatic programs (swim lessons & aerobics, swim team usage)
- Uses Social Media to promote PCS
- Provides customer service at Founders Pool Office

Programs & Events Coordinator - (FTE)
Maggie Peterson

- Serves as City staff & facilitator for City-wide Annual & Micro Events (existing & future)
- Christmas on Mercer
- Founders Day Festival - Attends Commission meetings assists with agenda
- Festival of Flight - World Migratory Bird Day
- Movies in the Park Summer Series (future)
- Concerts in the Park Summer Series (future)
- Coordinates all Community Initiatives
- Keep Texas Beautiful
- Its Time Texas
- Dark Sky Initiatives
- Texas Bird City (designation announcement Feb)
- Farmers Market
- Assists Mngr w/Set-up & POS sales in ActiveNet - covers in mngr absence
- Attends Farmers Market Meetings
- Creates & Facilitates Community Programs
- Serves as Coyote Kids Camp Director
- Skate Night (paused due to Covid)
- Tot-Time (paused due to Covid)
- Tween Scene (paused due to Covid)

Programs & Aquatics Manager - (FTE)

- Instructs Red Cross programs (LGI)
- Assists with upkeep and pool oversight.
- Possesses & maintains necessary aquatics certifications, LGT, LGI, Aquatic Facility Operator (AFO certified), CPR/AED Adult & Pediatric
- Serves as on-site pool operations supervisor & schedules Aquatics Staff (15-20)
- Enforces pool use policies + best practices
- Manages aquatic programs (swim lessons & aerobics, swim team usage)
- Uses Social Media to promote Pool & Programs
- Provides customer service at Founders Pool Office
- Creates & Facilitates Community Programs
- Oversee Camp Director + Staff
- Skate Night + other skate programs (oversees skatepark)
- Tot-Time (paused due to Covid)
- Tween Scene (paused due to Covid)
- Oversees all partnership programs in the parks (DSYSA, DSISD, DSASA)
- Explores and analyzes the introduction of adult sports leagues

Community Services Coordinator - (FTE)
Maggie Peterson

- Serves as City staff & facilitator for City-wide Annual & Micro Events (existing & future)
- Christmas on Mercer
- Founders Day Festival - Attends Commission meetings assists with agenda
- Festival of Flight - World Migratory Bird Day
- Movies in the Park Summer Series (future)
- Concerts in the Park Summer Series (future)
- Procures sponsorships for events and other funding resources
- Coordinates all Community Initiatives & Designation Requirements
- Keep Texas Beautiful
- Its Time Texas
- Dark Sky Initiatives
- Texas Bird City (designation announcement in Feb)
- Farmers Market
- Assists Mngr w/Set-up & POS sales in ActiveNet - covers in Manager absence
- Attends Farmers Market Meetings
- Community Services
- Coordinates Event Permits & Processes Payments
- Coordinates Film Permits & Processes Payments
- Coordinates Itinerant Vendor licenses & Processes Payments
- Facilitates all park, park amenity & field rentals