

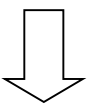
Rec Director duties 2024



Rec programs



Gym membership



- 100 members
- Enter and track memberships in excel
- Renew membership annually
- Manage FOB entry key
- Daily public interactions
- Process payments
- Sell punch cards

Gym



- empty trash
- Clean restroom/urinals
- Sweep/mop/vacuum
- Clean locker rooms
- Maintain/order equipment
- Process payment/contract set up/cleanup for rentals
- Coordinate 4H usage/homeschool groups
- Coordinate with PVCC for usage/supplies
- Upkeep safety supplies

Fitness classes



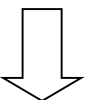
- Teach yoga 3X week
- Schedule classes monthly
- hire contract instructors/maintain certifications
- Submit monthly invoice for contract instructors
- Process payment for drop in

Manage Staff



- Monthly schedule for open gym supervisors
- Timecards/payroll for open gym staff and pool staff
- Hire/fire/interview staff
- Coordinate training for pool staff/CPR/CPO/WSI

Rec commission



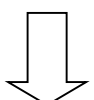
- Attend monthly evening meeting to plan and communicate rec programs
- Discuss/collect public feedback
- Create annual calendar of events

Town Council/Mayor



- Attend bi monthly evening meeting with updates
- Approval for hiring and purchases
- Coordinate duties with Planning/zoning for shared duties

School programs



- Communicate with school to schedule/coordinate school events ie. VB practice, bball practice, dodge ball games, VB camp, Bball camp, haunted house, occasional bball games

Grants



- Write grants for CCSD #2 to maintain staff and equipment
- Grant reporting quarterly
- Write grants for special events
- Write grants for conservation/town projects

- Plan/execute rec programs. Create, send, deliver registration, enter all payments/build schedules/coordinate volunteer coaches/run clock/score board/organize/distribute equipment checkout/check in/create, copy, assemble, coach manuals.
- Skills camps
  - Volleyball league
  - Pond hockey
  - Youth basketball
  - Youth Soccer
  - Adult Softball( Maybe late summer)
  - Flag football
  - Pickleball tournament
  - Pickleball clinic
  - Fun run
  - Mountain Film Movie night
  - Pool-staffing-training
  - Full moon hike

Office duties



- Social media
- Newspaper ads
- Manage/answer phone call and emails
- Order all supplies
- Manage/create budget
- Attend training CPR/First aid/public officer/leadership classes