

Clark Pioneer Recreation Project

Rec Center Coordinator Job Description

Classification: Salaried position

Salary: \$550.00 monthly

Reports to: CPRP Board of Directors

Contract period: Subject to annual review and renewal by the board

Nature of Work:

Under the direction of the Board of Directors, the Coordinator is responsible for scheduling and overseeing operational activities of the CPRP facilities. The Coordinator will be required to exercise considerable independent judgment and discretion in scheduling activities at the center and will be the liaison to the Board of Directors.

Essential Functions and Duties:

1. Scheduling of daily operational activities of the rec center. This includes periodic checking of the rec center phone for messages and taking phone calls for scheduling purposes.
2. Attending monthly board meetings and presenting the Board with a report and monthly calendar of events.
3. Provide the Treasurer with information for any accounts receivable billing needed for the month at the monthly meeting.
4. Act as website administrator.
5. Obtain contracts for rec center rentals when appropriate.
6. Pre-event and follow-up inspections of the rec center for scheduled events to determine cleaning deposit refund or additional cleaning invoicing.
7. Open the rec center for scheduled events and lock up after the event.
8. Check fire extinguishers monthly and initial inspection card.
9. Check restrooms weekly for supplies and clean as needed.
10. Clean the floors weekly (sweep or vacuum and mop).
11. Be present and available during the annual Jubilee. (Or see #12)
12. Provide a qualified substitute to perform duties if planning to be gone or unavailable and notify the board of arrangement prior to absence.
13. Report to the board any activity that will affect the property.
14. Any other duties deemed appropriate by the board.

Approved by CPRP board of directors on: