

BRITT SUMMER REC DIRECTOR

The Britt Summer Rec position is a seasonal position and runs from approximately March through July.

POSITION SUMMARY

A seasonal position responsible to the Park and Recreation Board. Responsible for the efficient and effective operation of the Britt Summer Recreation programs as directed by the Park and Recreation Board.

ESSENTIAL JOB DUTIES

- *Compose a schedule of all summer events offered
- *Deliver forms as well as collection boxes to the Britt Elementary, West Hancock Junior High and Kanawha Christian School. Leave additional forms and collection boxes at First State Bank, Farmers Trust and Britt City Hall.
- *Place and ad in the Britt News Tribune and peg channel informing citizens of the registration deadline and extra form locations/drop off boxes.
- *Pick up collection boxes and begin organizing master list.
- *Organize a master list of participants in the hiring of coaches and instructors needed to fill those positions.
- *Schedule little league games and set up schedule to play other towns by meeting with area directors
- *Send letter/make personnel contact and **Collect** sponsorship support of \$45.00.
- *Find T-shirt design work with Gifts Sew Sweet and order shirts.
- *Meet with coaches/instructors to discuss schedules, list of participants, review expectations of coaches and instructors.
- *Pass out and **Collect** w-4 forms and give to city clerk
- *Set meeting of participants/parents to hand out t-shirts and schedules and expectations of coming season.
- *Recruit umpires for home games
- *Keep in contact with volleyball, basketball, baseball, softball and golf coaches ensuring rules and guidelines set in place by park and Rec Board are being adhered to
- *Work on diamonds (drag, spray) to get them ready to play ball on.
- *Drag field before and after each game
- *Check equipment, clean if necessary, replace or get additional equipment as needed
- *Work with arts and crafts person to allow time for purchasing necessary materials
- *Ready and operate concession stand at home games. (clean, order supplies)
- *Turn in concession stand money after each game to city hall
- *Clean all the equipment, take inventory and organize shed for winter
- *Distribute thank you cards to all sponsors
- *Compile all summer information into a report and meet with the park and rec and council to give final report

WORK ENVIRONMENT

Work outdoors and indoors in varying temperatures and weather conditions. While performing duties of this position, employee is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow other job related instructions and to perform any other job related duties requested by the park and rec board or city council.