

# Executive Director – Responsibilities (30 hrs/week)



## Director/Administrative Role

### Daily

- Coverage of open office hours
- Phone calls and voicemail messages
- Check email regularly
- Check Social Media Accounts
- Collect and handle incoming postal mail

### Weekly

- Meet (in person and/or electronically) with employees
- Inspect Parks / Park Facilities
- Field concerns/complaints. Address where possible, escalate to board members when necessary

### Monthly

- Provide Director's Report for monthly meeting
- Attend regularly scheduled monthly meetings
- Attend special meetings when necessary

### Seasonally

- Assist employees/colleagues
- Inspect Park facilities and equipment for maintenance needs

### Annually

- Develop annual budget

### As Needed

- Event Preparation & attend work events
- Manage Projects
  - Request bids
  - Purchase Equipment/Pay Contractors
  - Coordinate/oversee drop offs/installations
- Develop/Maintain/Grow community relationships
  - Village (Public Works / Police)
  - Schools (MGS / MTHS)
  - Community (County Sheriff / Library / MABA)
  - Regional (Historical Society / PAMBA)
  - Youth Sports (MAST, MYSA, JFL)
- Order supplies for office/parks/pool
- Insurance / Legal (meet with auditors, ensure compliance to regulations, pay fees)
- Manage Employees
- Coordinate with IDNR for Black Partridge Park plans
- Maintain Google Calendar
- Serve as FOIA officer & handle FOIA requests
- Handle website updates
- General filing
- Trips to county courthouse
- Clean office
- Other duties as assigned by the Board

## Recreation Coordinator Role

### Seasonally

- Programming
  - Develop programming strategy
  - Collaborate with Library to offer complementary programming
  - Coordinate programs/instructors
- Create / Publish / Market Program Guide
- Registrations
  - Programs
  - Park Shelters
  - Pool Passes
  - Pool Punch Passes
  - Swim Lessons

### As Needed

- Payments and refunds

## Expectations

- Proficiency with Microsoft Office 365
- Proficiency with Google Docs/Sheets
- Proficiency with Quickbooks