

**Recreation Facility Director (2434)**  
**Task List 2020**

1. Conducts research by completing steps such as: monitoring patron interests, needs, and wants; reviewing new trends in cultural and sports fields; checking what other agencies are offering; and soliciting information from businesses and other community groups in order to plan programs, services, and activities that are appropriate to the area/recreation center.
2. Prepares for municipal and youth sports leagues by completing steps such as scheduling facility for use or finding another available location; collecting registration fees; recruiting volunteers for coaches and officials; selecting teams uniformly as in a draft; ordering uniforms and trophies; scheduling games and practices; assigning coaches to games; setting up fields; and plans tournaments and awards day in order to meet the programming needs of and promote good sportsmanship in the community.
3. Assists in the development of a budget, schedules dates, time and locations, provides supplies, equipment, food, and awards, and markets and advertises various activities such as preschool graduations, holiday and spring shows, team tournaments, dance recitals and banquets in order to prepare culminating events for participants and volunteers.
4. Defines a target group such as a sports league or arts class then finds an instructor, coach or official, and provides equipment and supplies in order to set up programs, classes, and events.
5. Organizes facility time and issues permits and space slots in order to efficiently schedule programs and classes.
6. Estimates expenses such as costs for teachers, supplies, equipment, and administration in order to establish program budgets that appropriately set fees.
7. Collaborates with Public Relations team members to create promotional material such as press releases, newspaper advertisements, flyers, brochures, posters, banners, flyers, posters, social media posts and distributes the promotional materials throughout schools and the facility in order to increase interest, enrollment, and participation in recreational programs, events, and activities.
8. Writes memos such as responses to community leaders, police, schools, and churches by writing narratives (i.e., a few paragraphs), including justifications for potential programs, budgets, and fee schedule changes in order to provide information.
9. Records statistical information such as registration and participation rates in order to monitor and share information.
10. Coordinates and conducts various community special events such as shows or tournaments by focusing on responsible budgeting/staffing/organizing/marketing

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practices and schedules a date and location, identifies the target group and size, requests funds from the special funds budget and seeks approval from district supervisor in order to foster community cohesiveness and ensure financial compliance with Department of Recreation and Parks policies.

11. Grants facility permits by looking at factors such as availability of space and/or staff; determines fees according to Department policy; verifies and collects payments; verifies the group's needs to meet the requirements to rent; verifies insurance and checks after event to determine refunds when necessary in order to maintain compliance with Department of Recreation and Parks and other City department policies and procedures (e.g. signing off for maintenance).
12. Inspects facility grounds and checks for unsafe conditions such as park grounds tripping hazards and graffiti then submits necessary job work orders to the appropriate staff in order to maintain a safe environment for staff and patrons.
13. Monitors and reports illegal activities to the police in order to comply with governmental codes, ordinances or laws, resolve issues, and keep recreation centers safe for staff and patrons.
14. Responds to accidents such as those involving full-time, part-time or non-employees then fills out the appropriate Workers' Compensation forms (e.g., an accident report) when an injury occurs, inspects site of accident, provides direction, notifies emergency services and family members when medical attention seems required, and provides first aid (i.e., bandages, ice, etc.) in order to follow Department of Recreation and Parks procedures, inform the Director in Charge/Supervisor of special cases (i.e. major injuries, deaths), and ensure the safety of staff and patrons.
15. Identifies, reviews, and verifies response procedures for events such as emergencies in order to ensure preparedness, coordinate with other City personnel, and maintain safety of staff and patrons.
16. Converses with people such as business owners, community leaders and members of the public (in person, on the phone and/or through email/text) and acts as a liaison on behalf of the Recreation and Parks Department in order to provide information and community services.
17. Listens to complaints that arise regarding recreation center use or activities, investigates circumstances, tries to resolve complaints, and makes recommendations in order to handle complaints.
18. Speaks in public at events such as community meetings in order to present information about center activities/programs and to generate community interest/participation.

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19. Records and monitors information regarding staff hours, seniority list, and declinations such as ensuring proper accounting and work hours are posted in order to accurately fill out timesheets.
20. Delegates tasks to staff such as center coverage, selecting instructors/teachers for classes, league coordination, special event coordination and maintenance of facility in order to develop an efficient workforce in service to the community.
21. Attends community meetings and functions such as neighborhood councils, community-based organizations, Chamber of Commerce, church, and school activities and participates on committees in order to gather and share information and request donations for special events.
22. Attends mandatory district/region meetings and gathers/exchanges information such as changes to operations and/or new policies in order to share information with part-time employees.
23. Conducts meetings such as staff meetings and provides on-the-job training, sets a role model, and provides examples in order to train staff and volunteers and address various needs at the facility.
24. Assigns tasks for self and staff such as center coverage, league coordination, special event coordination, in order to ensure the facility is appropriately staffed.
25. Gathers and disseminates information at gatherings such as park advisory board meetings in order to maintain compliance with the Brown Act.
26. Assists with job fairs at campuses such as colleges and high schools in order to hire new part-time staff.
27. Documents incidents such as complaints, counsels employees when needed and takes action through the use of progressive discipline (full-time employees) and work directives (part-time employees), as necessary, in order to ensure compliance with City and Department of Recreation and Parks policies.
28. Tracks and maintains the number of part-time hours to use for different activities in order to budget allocated hours within specified accounts such as sports events, classes, and special events.
29. Collects fees and issues receipts for registration of programs such as classes, sports leagues, summer camp, child care, and permits in order to stay within a budget.
30. Maintains municipal records funds in Municipal Recreation Program books for items such as cash receipt transmittal forms for online registration, adds up cash and checks, fills out deposit slips, and takes deposits to the bank for all funds received in

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order to comply with City and Department of Recreation and Parks policy and procedures regarding accounting and record keeping.

31. Talks to patrons such as parents in order to recruit volunteers.
32. Monitors expenditures from allocated budget and center-generated funds in order to account for part-time hours, purchases of new equipment/supplies, and field trips.
33. Holds special events and gives permits for outside concessions, solicits sponsorship for programs from businesses and private donations, holds fundraisers, and generates council office contributions in order to raise money.
34. Assigns the proper ratio of staff to supervise children, and provides correct foods and appropriate restroom facility access in order to meet City, State, and Federal requirements.
35. Testifies in court in response to incidents such as accidents that have occurred at a recreation center in order to properly comply with and adhere to legal processes and procedures.