

Recreation Leader Job Description

Responsibilities: To organize and direct programs that will entertain, educate and interest the community.

Duties:

1. Meet with the Recreation Committee a minimum of four (4) times annually to plan programs, and the Recreation budget and implement the decisions of the Committee.
2. Organize functions to include but not limited to the following:
 - a. Set up time, date and place of event
 - b. Arrange costs with concerned companies
 - c. Request payment of costs from the Township Board in a timely manner
 - d. Responsible for registration of individuals for functions and trips
 - e. Escort trips and/or arrange additional chaperoning
 - f. Responsible for proper accounting of all moneys collected and expended for each event.
3. Provide the Township Board with an update of recent activities and plans for upcoming programs.
4. Advertise and promote the Recreation program to include but not limited to:
 - a. Provide articles for the Township newsletter describing upcoming trips.
 - b. News releases or advertising to local papers on upcoming events or results of previous functions.

Updated: March 30, 2011