

Recreation Leader - part time Job Description

Responsibilities: **To organize and direct programs that will entertain, educate, and interest the community members of all ages.** The Recreation Leader position is considered part-time and is governed by the conditions of the Ray Township employee manual. The Recreation Leader shall be self-motivated, detail oriented, available to plan events during office hours (8:30 a.m. - 4:30 p.m., Monday-Thursday) as needed, able to work independently, with good communication skills, and able to oversee Recreation Committee members.

Duties:

1. Chair Recreation Committee meetings in accordance with the Open Meetings Act and provide the agenda and meeting minutes. Meet with the Recreation Committee a minimum of four (4) times annually. Plan programs within the recreation budget and implement the decisions of the Committee including overseeing the Committee members tasks as assigned. The Recreation Committee is appointed by the Township Board and may consist of seven (7) members.
2. Programs that shall be completed as required by the Board of Trustees are the following:
 - a. Easter Egg Hunt (held on a Saturday before Easter)
 - b. Trunk or Treat; (held on a Saturday prior to Halloween)
 - c. Christmas Tree Lighting; (held in the first week of December)
 - d. One summer event (possibly ice cream social)
3. 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
 - e. Responsible for proper accounting of all moneys collected and expended for each event.
 - f. Seek charitable funding and donations.
4. Provide the Township Board with a function report which includes revenue and expenses and number of attendees of each function on a monthly basis.
5. Provide to the Township Staff Assistant information to promote the Recreation program to include but not limited to:
 - a. Provide articles for the Township newsletter describing upcoming activities including the date and the hours of the event.
 - b. Provide news releases or advertising on upcoming events or results of previous functions.
6. Computer skills: utilize Township email for all correspondences (Outlook), Publisher/Word/Excel, Canva, etc., experience preferred.
7. This list is not inclusive of all responsibilities as assigned.
8. The Recreation Leader is an at will employee of the Township Board.