

Julian Ridlen AIM High Park

Director Responsibilities

Administrative

- Prepare monthly report and present at the monthly Commissioner's meeting
- Report to the Council as required
- Attend additional meetings as requested; budget meetings, etc.
- Participate in development of park:
 - ✓ Attend meetings when requested
 - ✓ Maintain on-going list of park needs
 - ✓ Meet with contractors at the park to obtain quotes for projects
- Prepare annual operating budget and submit for review and approval by due date
- Manage and control expenditures, maintaining accurate record keeping/financial reports
 - ✓ Submit claims
 - ✓ Track all expenses
 - ✓ Maintain copies of all invoices, claims, etc.
- Manage all revenue, maintaining accurate record keeping
 - ✓ Deposit all money at the Treasurer's office
 - ✓ Provide invoices for billing for field usage
 - ✓ Provide receipts for all field usage payments
- Track inventory for county database system, updating as new items are purchased
- Maintain database for all participants at the park: names, contact info, etc.
 - ✓ Provide field usage request forms to organizations who use the fields
 - ✓ Request forms will gather contact and team information, including data points for measures of usage
- Develop and implement field usage fees, park rules, and concessions agreement of operations including concession fees: evaluate equity and adequacy on an on-going basis; make revisions as needed.
- Maintain strong relationships with community organizations using the park and build new relationships to seek new interest and growth of additional organizations.
- Respond to and resolve inquiries and complaints from coaches, parents, organization leaders, public.
- Continually update website, promoting the park and providing information
- Maintain Facebook page to promote tournaments and any other exciting or necessary information

December, January, February

- ✓ Prepare year end reports for financials and all data.
- ✓ Develop Memorandum of Understanding for the groundskeeper position; this is revised yearly based on the needs of the park
- ✓ Develop online field scheduling calendar for the new year – scheduling begins in March – new calendar is created each year
- ✓ Meet with organizations using the fields to prepare for new season
- ✓ Coordinate with USSSA Directors for tournaments
- ✓ Develop banner promotional materials and letters, coordinate timelines and cost with supplier, prepare for mailing and in person visits
- ✓ Create and maintain customer and financial database for banner program, update yearly
- ✓ Make visits to the park to ensure the park/buildings remain secure throughout the winter months
- ✓ Coordinate with groundskeeper in preparation for opening the park
- ✓ Coordinate with concessions manager and board to establish agreement for concessions

March through November – active softball season

- Meet with organization leaders/coaches to coordinate schedules and ensure guidelines are met
- Maintain frequent contact with organization leaders throughout the season to ensure a successful season.
- Maintain on-going online calendar and schedule practices, games and tournaments, continually adjusting for various reasons (new requests for fields, cancelations, rain, rescheduling, etc).
 - ✓ Scheduling requires daily availability and monitoring, including weekend availability for immediate changes.
- Ensure that concessions are in compliance with the Health Department standards and appropriate documentation is maintained at all times
- Provide frequent on-sight visits to the park and be available to coaches, groundskeeper, concessions, etc.
 - ✓ On-site visits involve daytime, evening and weekend visits.
- Be available, as much as possible, to go to the park if issues arise, including weekends.
- Tournaments; Coordinate with groundskeeper and concession manager to ensure park is prepared for tournaments; scheduling, field maintenance/prep before and during tournaments, concessions and staffing, restrooms, parking
- Make visits to the park during tournaments to meet with tournament directors, concessions, groundskeeper.
- Oversee groundskeeper position and responsibilities to maintain the park, including groundskeeper payment, and monitor expenses needed for requested supplies and repairs,
- Monitor park for immediate repairs/maintenance, safety concerns and coordinate with groundskeeper to ensure structures, grounds and equipment are safe, functional and in good appearance.
- Order field supplies as needed
- Coordinate with groundskeeper for final clean up and winterizing of park and buildings