

ORDINANCE NO. 94-06

AN ORDINANCE ESTABLISHING THE POSITION OF RECREATION DIRECTOR

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS, THAT THE FOLLOWING IS HEREBY ORDAINED:

SECTION 1: APPOINTMENT. The position of Recreation Director is hereby established. The Director shall be chosen on the basis of their organizational qualifications with special reference to their actual experience in, or their knowledge of, recreational programming and facility scheduling.

SECTION 2: DUTIES AND SALARY. The Director shall be responsible for implementing and supervising recreational programming and scheduling all Village facilities. The Director shall be responsible to the Village Administrator ensuring programs and facilities meet accepted standards and procedures. The current salary shall be \$192.31 bi-weekly.


SECTION 3: EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and approval.

Ayes: 5

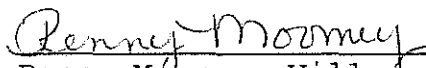
Nays: 0

Absent: 1

PASSED AND APPROVED this 11th day of January A.D., 1994.



Linda Koester, Village President
DAVE JOSWIK Mayor Pro Tem.

ATTEST: 
Penny Moomey, Village Clerk

VILLAGE OF CHATHAM

POSITION DESCRIPTION

POSITION TITLE: RECREATION DIRECTOR

SALARY: \$3,000 - \$10,000 ANNUALLY

PURPOSE:

The Director shall perform and supervise the daily activities necessary for providing recreation programming and facility scheduling.

DIMENSIONS:

Annual Budget: \$15K - 30K

Subordinates: 10 - 15

Consultants: Varies with annual program

RESPONSIBILITIES:

Under the direction of the Village Administrator, the Director shall be responsible for implementing and supervising the recreational programming of the Village of Chatham, as approved by the Parks and Recreation Commission. The duties and responsibilities defined herein shall include but need not be limited to the following:

- 1) Manage recreational program activities;
- 2) Assist annually in preparation of the Departments fiscal year budget;
- 3) Annually establish a recreation program calendar;
- 4) Identify and recommend for hire an assistant, chaperons, and bus drivers;
- 5) Identify qualified instructors for classes;
- 6) Obtain class sites;
- 7) Prepare a brochure for pre-registration mailing;
- 8) Prepare program specific budget based on planned program activities;
- 9) Manage the registration process;
- 10) Schedule volunteers and/or chaperons for each activity;
- 11) Provide class lists to instructors;
- 12) Bi-weekly submit time sheets for all recreation program employees;
- 13) Assist in preparation of program cost analysis;
- 14) Act as liaison with service groups in scheduling use of parks and facilities;
- 15) Attend monthly commission meetings and report on activities;
- 16) Other duties as assigned.