

Resolution 2015-3

Resolution of the Board of Commissioners of Orcas Island Park and Recreation District (OIPRD) to Establish a Permanent Position of Program Coordinator and the Temporary / Seasonal Positions of Facility Supervisor and Activity Supervisor.

Resolution 2015-3

WHEREAS, OIPRD is a municipal corporation duly established pursuant to the laws of the State of Washington, RCW Chapter 36.69, as a park and recreation district, for the purpose of providing leisure time activities and recreational facilities for its residents, including managing indoor and outdoor recreational and educational programs;

WHEREAS, OIPRD has need for a Program Coordinator to assist the Director in providing a wide range of programming and recreational opportunities for the citizens of Orcas Island; and

WHEREAS, OIPRD has need for a temporary / seasonal personnel to provide activity instruction, supervision, and facility oversight; and

WHEREAS, the District's operations have grown to the extent that it is no longer efficient or cost effective to subcontract all programming support; and

WHEREAS, the Program Coordinator's tasks and job description are outlined in Exhibit "A" and attached hereto and the tasks and job description for the Facility Supervisor and Activity Supervisor are outlined in Exhibit "B" and attached hereto.

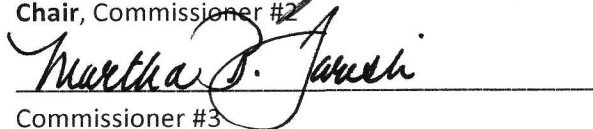
NOW, THEREFORE BE IT RESOLVED that the OIPRD Board of Commissioners adopt the positions of Program Coordinator, Facility Supervisor and Activity Supervisor and authorizes the Director to interview and hire personnel to fill the position according to adopted salary chart and the benefits and conditions outlined in the adopted Employee Handbook. The Commission authorizes the District Director, Marcia West, to sign the employment agreements on behalf of the Commission and to be the Board's contact for full and part-time employees.

ADOPTED by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 11th day of Feb, 2015

Signed

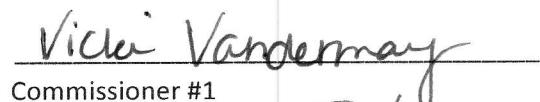


Chair, Commissioner #2

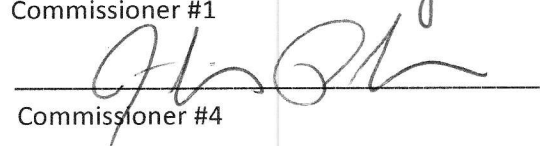


Commissioner #3

Commissioner #5



Commissioner #1



Commissioner #4

EXHIBIT A
(Program Coordinator Job Description)

- Provide event organization and setup for Park and Recreation activities, including identifying volunteers and paid instructors for sports, clinics, and classes.
- Make activity postings and updates for the ActiveNet website, OIPRD website, Google calendar posting, Community calendar posting, Facebook posting, and data base management.
- Provide activity coverage including checking on volunteers, equipment, and facilities during afternoon activity hours.
- Ensure the Facility Supervisor is on site for all activities and fill in as backup personnel as necessary.
- Prepare and maintain a database of all volunteers including a roster of their skills and contact information.
- Prepare and maintain in the OIPRD office files a printed file of all volunteer and instructors background checks. All background checks must be annually reviewed.
- In accordance with approved policies and procedures, verifies the daily Program Fee Transfer, Drop In Sheets and Activity Checklist turned in by the Facility Supervisor. Review for accuracy and inform the Director of any reported participant or facility issues.
- Work with the Director and Board in the development of program activities and supporting marketing and logistical planning.
- Assist the OIPRD Director with marketing work and flyers/brochures, in electronic and other forms.
- Assist the OIPRD Director with news articles for Orcas Issues, the Island Sounder, school newsletters, and other outreach publications.
- Record meeting minutes during all OIPRD Board meetings. Proof the draft minutes and email to all board members and the OIPRD Director for comment and revisions.
- While it is understood that this position will require some office time, some field time and occasional off island time, it is understood this is not a 'work from home' position and regular office hours are expected.

LICENSE and/or CERTIFICATIONS: A valid Washington State ID or Driver's license and personal transportation are required. The Director may also be required to sign a drug-free workplace agreement and an agreement not to use tobacco products on the job.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS: Work is primarily performed in an indoor setting, though it will periodically be necessary to perform work outdoors and at off-site facilities. Must be able to carry 25 lbs. and be able to visit sites where programs are occurring. This job also requires the ability to handle the emotional stress of balancing multiple duties and regular contact with the public.

EXHIBIT B
(Activity / Facility Supervisor Job Description)

Activities / Facility Supervisor. An Activities or Facility Supervisor will:

1. At the direction of the Program Coordinator, assist OIPRD with program supervision, instruction, equipment setup and maintenance.
2. Supervise assigned activities including: monitor attendance, complete rosters and drop in forms, setup and/or maintain and/or store equipment needed for the activities and provide activity checklists to the Program Coordinator.
3. Complete drop in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
4. Assist with maintenance and accountabilities of OIPRD property and supplies.