

**SECRETARY TO THE RECREATION COMMISSION**  
**Job Description**

- A. Coordinate with Chair to establish monthly agenda.
- B. Formulate type and mail agendas.
- C. Record minutes at all regular meetings.
- D. Formulate type and mail minutes.
- E. Formulate type and mail all correspondence set forth by the Commission.
- F. Advertise all necessary notices and meetings in the newspaper.

**ASSISTANT TO THE RECREATION COMMISSION**  
**Job Description**

- A. Equipment Ordering
  - 1. Receive sports equipment requests from Commissioner.
  - 2. Type request for quotes to send to vendors.
  - 3. Telephone and fax vendors for quotes.
  - 4. Telephone and visit vendors with reference to pricing and merchandise.
  - 5. Compare quotes for best prices.
  - 6. Complete requisition forms for ordering.
  - 7. Discuss requisition forms with Purchasing Official and Chief Financial Officer.
  - 8. Contact vendors to place orders
  - 9. Keep in contact with Commissioner as to status of orders
  - 10. Pick up orders from vendors when necessary.
  - 11. Deliver ordered equipment to Commissioner.
  - 12. Complete Purchase Orders for vendor signature.
- B. Commission and Budget
  - 1. Assist Commission with budget preparation.
  - 2. Give verbal report to the Commission at the regular monthly meeting as to ongoing issues.
  - 3. Advise Commission on Municipal Government laws and procedures.
  - 4. Prepare and submit Purchase Orders to Commission representatives for approval.
  - 5. Receive and deposit all sports program fees.
- C. Beach
  - 1. Place advertisement for employment in newspaper.
  - 2. Coordinate and assist with interviews.
  - 3. Discuss employment procedures with Township Administrator.
  - 4. Coordinate ordering of sand and repairs to be made with Department of Public Works Superintendent before opening day.
  - 5. Coordinate weed treatment.
  - 6. Check all lifeguard certifications and required documents for inspection by the Warren County Health Department.
  - 7. Have contact with lifeguards by telephone and in person on a regular basis.

8. In constant contact with the lab reference to mandatory weekly water testing.
9. Purchase supplies.
10. Obtain all information from employees for payroll.
11. Review all timesheets and submit to the Township Administrator for approval and submission for payroll.
12. Troubleshoot problems and concerns on a daily basis.

D. Summer Recreation Program

1. Place advertisements for employment in the newspapers.
2. Coordinate and assist with interviews.
3. Check references.
4. Discuss employment procedures with Township Administrator.
5. Review all timesheets and submit to the Township Administrator for approval and submission for payroll.
6. Obtain all information for employees for payroll.
7. Type, copy and deliver Summer Recreation Registration applications to schools for distribution.
8. Submit notice of program for school bulletin.
9. Receive all registration and fees.
10. Deposit all fees.
11. Cop all registrations to program director.
12. Plan and coordinate all aspects of field trip including but not limited to permission slips and fees, ticket ordering, ticket payment and refund procedures, inclement weather scheduling, etc.

E. Background Checks

1. Agree to and be subjected to the LTRC Background check process
2. Maintain a list of volunteers cleared thru the Background Check Policy
3. Support the LTRC in the administration of the Background Check Policy

Revised and Approved 1/26/2010