Recreation Department Functions

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| **Community Center Use** | **District Communications** | **Programs & Activities** |
| **40%** | **15%** | **45%** |
| Supervise Receptionist  Scheduling internal and external customers at pool, 3 classrooms, gymnasium and assembly hall  Process invoices and receiving payments, deposits  Coordinating room set up  Communication with Facility staff  Registering for programs  Front Desk communications | Developing E-Newsletter monthly  Managing District Website  Creating content & posting social media  District surveys  Relationship with local newspaper | Aquatics: swim lessons, swim teams, lap swim, fitness programs, recreational swim  Day & vacation youth camps  Enrichment classes  Sports programs  Sports Fields Agreements  Special Events |