

ORDINANCE 90-07

AN ORDINANCE IN REGARDS TO RECREATION PROGRAM SUPERVISOR

WHEREAS, Ordinance 89-36 established a Parks and Recreation Board to be responsible for planning, evaluating and implementing a parks and recreation program; and

WHEREAS, Ordinance 89-36 made provisions for the position of Recreation Program Supervisor; and

WHEREAS, the job description was unanimously approved 02/02/1990. (See attachment A).


NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS that:

SECTION 1: The position of Summer Recreation Director is hereby repealed.


SECTION 2: The position of Recreation Program Supervisor is hereby established, and shall be responsible for organizing and running the Summer Recreation Program and other duties as assigned.

SECTION 3: This Ordinance repeals all conflicting ordinances or parts of ordinances and shall become effective upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS ON FEBRUARY 27, 1990.

APPROVED: 
CARL D. OBLINGER
VILLAGE PRESIDENT
VILLAGE OF CHATHAM

ATTEST:


ROSE M. MILLER
VILLAGE CLERK
VILLAGE OF CHATHAM

RECOMMENDATIONS

1. The Village Board approves the job description and salary as appended.
2. Payment of \$2,500.00 will be the salary for the position of Recreation Supervisor. It will be paid as follows:

\$ 500.00	After registration process
\$ 1,000.00	End of June
\$ 1,000.00	After final report is presented (see #17)
3. No telephone compensation.
4. No mileage compensation, except for job related business at the current city rate.
5. The Recreational Supervisor should be hired in December.

JOB DESCRIPTION FOR CHATHAM RECREATION SUPERVISOR

The supervisor is responsible for organizing and running the Summer Recreation Program. The program's main purpose is to provide meaningful activities during the summer for the residents of Chatham. Following is a list of specific responsibilities of the Director.

The supervisor shall help Recreation Board:

1. Starting in January to decide which activities to offer.
2. Obtain names of persons for the various activities.
3. Prepare preliminary calendar of activities with tentative dates.
4. Arrange for typing and printing of programs with xeroxing, stapling, collating and mailing of programs. The final program will be presented to the Recreation Board for approval prior to mailing.
5. Request use of school facilities and buses.
6. Request use of meeting places and give tentative dates of scheduled activities.
7. Hire bus drivers; and they must stay at the site of recreation.
8. Arrange for registration on two consecutive Saturdays in May.
9. Arrange for volunteers to help with registration.
10. Prepare class lists.
11. Submit time sheets and expense vouchers for all bus drivers.
12. Arrange for volunteers and chaperones for activities and bus rides.
13. Mail class lists to instructors and make appropriate reminder calls for all classes, activities and trips.
14. Reschedule any rained-out activities.
15. Check in with each class and activity to take care of problems.
16. Write thank you notes to instructors.
17. Prepare final report and recommendations and submit to Recreation Advisory Board at the August meeting.
18. Must attend scheduled Recreation Board meeting, Jan. - Aug.
19. The phone log will be kept up to date in the appropriate folder.
20. All public correspondence must be screened by the appropriate board authority.