



---

# City of Waupun

201 E. Main Street  
Waupun, WI 53963  
Phone: 920-324-7900  
Fax: 920-324-7939

*"Wild Goose Center of Wisconsin"*

The Waupun Recreation Board will meet on **Monday, February 24, 2014** at 6:00pm in the Waupun City Hall, Council Chambers.

## Agenda

### Old Business:

1. Consider for Approval November 25, 2013 Meeting Minutes
- 2.

### New Business:

1. Discussion and Possible Action on Pool Fees & Activities
2. Discussion and Possible Action on Recreation Position
3. Tour Senior Center
- 4.

### Other:

1. Set Next Meeting Date: Tent. Monday, March 24 at 6:00pm
- 2.

It is possible that members of, and possibly a quorum of members of other government bodies of the municipality, may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any governmental body at the above-mentioned meeting other than the governmental body specifically referred to in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the City Clerk's office at (920) 324-7900.

Cc: Recreation Board Members  
Mayor and Common Council  
City Administrator Clark  
City Attorney VandeZande  
Department Heads  
Media

**Jen Kruel, YMCA**  
**Tim Sanders, YMCA**  
**Angie Hull, City Clerk**



# City of Waupun

201 E. Main Street  
Waupun, WI 53963  
Phone: 920-324-7900  
Fax: 920-324-7939

*"Wild Goose Center of Wisconsin"*

## Waupun Board of Recreation Minutes of Meeting November 25, 2013

The Waupun Recreation Board met on Monday, November 25, 2013 at 6:00 pm in the Council Chambers with Chairperson Rick Vant Hoff presiding. Members present are Des Hull, Mike Johnson, Julie Nickel, and Kelly Hraban. Member Abby Buwalda is absent.

Motion Johnson, second Hraban to approve the minutes of the August 26, 2013 meeting of the Recreation Board. Motion carried.

Deb Winterhack is present and provided a power point program Revitalize and Energize the Waupun Senior Center. The presentation centered on:

- What Do Seniors Want
- Information & Assistance
- Education & Education Ideas
- Entertainment & Entertainment Ideas
- Sense of Community
- Ability to Give Back to Community
- Where do We Start?
- How do We Promote?
- How to Grow New Members

The next meeting is scheduled for December 16<sup>th</sup> at 6:00 pm with a tour of the Senior Center planned.

Motion Nickel, second Johnson duly carried the Recreation Board adjourned.

Other Board items: Track and Farmers Market.

Kyle J. Clark  
City Administrator/Treasurer

# WAUPUN AQUATIC CENTER SUMMER 2014

- FAMILY ?



Located in Fond du Lac County Park

The Waupun Aquatic Center features ?

## Early Bird Discount!

Purchase your summer pass before ?? and save \$5. ?

Please purchase all passes at the Waupun Aquatic Center during operating hours. Passes may be purchased prior to the pool opening at the City Hall. Please make all checks payable to the City of Waupun.

---

## CITY OF WAUPUN

### General Swimming Pool Information



YMCA OF DODGE COUNTY

Waupun Aquatic Center (920)xxx-xxxx | City of Wapun (920)324-7900 | YMCA of Dodge County (920)887-8811

The YMCA of Dodge County in collaboration with the City of Waupun, will be providing lifeguard management of the Waupun Family Aquatic Center. Any questions regarding operational hours or activities can be directed to the YMCA of Dodge County Aquatics Director at (920)887-8811.

### HOURS OF OPERATION

? - ?

#### Open Swim

Monday - Friday 1:00 pm - 5:00 pm  
6:00 pm - 8:00 pm  
Saturday & Sunday 1:00 pm - 8:00 pm

#### Lap Swim - Adult Swim

Monday - Friday 5:00 pm - 6:00 pm

? - ?

#### Open Swim

Monday - Sunday 1:00 pm - 7:00 pm

Pool hours subject to change based on weather/attendance.

### FEES - NO RESIDENCY REQUIREMENTS

#### Season Passes

Individual Pass \$  
Family Pass \$

*residency?*

Our Family Season Pass is intended for immediate family only; all family members must reside at the same address. A maximum of four family members per Family Season Pass. Any additional family members can be added for \$10 each.

#### Daily Passes

Ages 3 years and under FREE  
Ages 4 years and older \$  
Night Swim Only (6:00 pm - 8:00 pm) \$

Please note that all patrons are required to pay to enter the Waupun Family Aquatics Center; whether swimming or not.

### SPECIAL EVENTS

#### WAUPUN DAYS JUNE 7 & 8

City of Horicon residents receive FREE admission with proof of residency.

#### FATHER'S DAY JUNE 15

Dads get in for \$1 all day long!

#### RECIPROCAL DAYS JUNE 21, JULY 19 & AUGUST 9

Horicon Pass holders will be able to use the Fox Lake Aquatic Center or Horicon Aquatics Center for FREE.

#### FAMILY SUNDAES JULY 13

Ice cream sundaes for the family from 3 pm - 5 pm

#### TEEN NIGHTS JUNE 13, JULY 18 & AUGUST 15

Youth ages 12-17 come and enjoy organized activities from 8 pm - 9 pm

### WATER AEROBICS (AGES 16+)

Get a great aerobic workout while exercising to your favorite dance tunes.

Fee: FREE

Monday & Wednesday 5:00 pm - 6:00 pm

June 23 - August 13

### FRIENDLY REMINDERS

#### WEATHER CLOSING POLICY

The pool may close if inclement weather is present or approaching, if lightening or thunder is present, if the air temperature is below 65 degrees and is predicted to remain below 65 degrees, or if the pool water temperature is below 72 degrees.

#### LOW PATRON POLICY

If there are fewer than 10 patrons for more than one hour, the pool may be fully closed and re-open at the next scheduled day.

**Additional Pool Rules are posted at the Waupun Aquatic Center.**

### PRIVATE POOL RENTALS

Private pool rentals for all occasions are available on Saturdays. Please contact Pool Manager at (920)xxx-xxxx for more information.

**Complete form and return with payment to purchase passes. Make checks payable to the City of Waupun.**

Family Last Name \_\_\_\_\_

First Name (1) \_\_\_\_\_ First Name (2) \_\_\_\_\_

First Name (3) \_\_\_\_\_ First Name (4) \_\_\_\_\_

First Name (5) \_\_\_\_\_ First Name (6) \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Other) \_\_\_\_\_

I/We the Parent(s) or Guardian(s) of the above individual(s) hereby release, absolve and agree to hold harmless the organizers, supervisors, city employees and participants from any claims arising out of injury to me/us or my/our child(ren). I/We accept full responsibility for liability and cost of treatment from injury for the above registered person(s). I/We agree to treat with respect any and all staff involved and any equipment that is utilized throughout the summer season.

Signature \_\_\_\_\_ Date \_\_\_\_\_



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WAUPUN POOL

## 2014 Swim Lessons

The YMCA swim lessons program is based on swimming skills that will allow participants to enjoy aquatic activities throughout their lives. These include personal safety, survival and rescue skills, stroke development, water sports and games. Below, we have listed each level and the corresponding Red Cross level for easy identification. We will be testing all of the students on their first day of each session to determine appropriate class placement. Please indicate the level that most appropriately fits your child's skill level.

All swim lessons will be held at the Waupun Aquatics Center. Lessons may be cancelled in the event that the air temperature drops below 60 degrees, the water temperature drops below 72 degrees, or if it is lightening or thundering. We reserve the right to combine or cancel classes. All swim classes may be combined or cancelled after the first day of class if a minimum enrollment of 4 children is not met. Each class time holds a maximum number of participants. We will be accepting limited registrations for each time frame to try to stay within YMCA guidelines of 1 instructor-to-8 students maximum. Registration is on a first come, first serve basis. **Register early!**

**Perch (Pr) Ages 2 - 3**

Children start moving independently through the water without a parent, as well as learn how to adjust to a class situation.

**Pike (Pk) Ages 3 - 5**

This level helps children develop safe pool behavior, adjust to the water and develop independent movement in the water. It is designed for new swimmers, teaching basic paddle stroke and kicking skills, pool safety, proper use of instructional flotation devices and comfort holding the face in water while blowing bubbles and swimming.

**Eel (El) Ages 3 - 5**

This advanced beginner level that reinforces Pike skills, for children who are comfortable in the water. Children are taught to kick, float and perform basic paddle strokes. Children can swim 10 yards with the flotation device and 5 feet without by the end of this level.

**Ray (Ry) Ages 3 - 5**

At this level children review previous skills, learn more personal safety and rescue skills, build endurance by swimming on their front and back and learn to tread water. Children can swim across the pool on their front and back without assistance by the end of this level.

**Starfish (Sf) Ages 3 - 5**

Children at this level review previously learned skills and refine their strokes, as well as their personal safety, rescue and floating skills. Children can swim one length of the pool on both front and back.

**Polliwog (Pl) Ages 6+**

This is the beginner level for school age children. It gets children acquainted with the pool, the use of flotation devices, floating and basic swim strokes. By the end of this level they will know front, side and back stroke and will swim one length of the pool without assistance.

**Guppy (Gp) Ages 6+**

Children continue to practice and build upon basic skills, now performing skills without a flotation device. They are introduced to lead-up strokes to the front crawl and back crawl.

**Minnow (Mn) Ages 6+**

This is the initial intermediate level. Children further refine the lead-up strokes they have learned as their strokes become more like those normally use in swimming. They will continue to learn personal safety skills.

**Fish (F) Ages 6+**

At this point, children work to perform the crawl stroke, elementary backstroke, back crawl and breaststroke with turns. They will continue to learn additional swimming movements and personal safety.

**Flying Fish (FF) Ages 6+**

At this advanced level, children work to perform the sidestroke and butterfly, refining previously learned strokes and increasing endurance.

**Shark (Shk) Ages 6+**

The children at this level continue to improve their strokes with starts and turns and are introduced to the inverted breaststroke, the trudgeon crawl and the over arm sidestroke. Opportunities are provided for the work on synchronized swimming, rescue skills and competitive swimming.

**Porpoise (Porp) Ages 6+**

At this final level children are exposed to a wide range of aquatic experiences. In class these advanced swimmers learn new strokes and rescue skills as well as develop leadership skills.

Parents Name \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ (Circle One: Home Work Cell)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ (Circle One: Home Work Cell) School \_\_\_\_\_

Name	Date of Birth	Session	Level	Time
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____

Liability Waiver: I hereby certify that my child(ren) is/are in normal health and capable of safe participation in the YMCA/Waupun Swimming Lesson Program. I assume all risk and hazards incidental to the conduct of this program. I hereby authorize medical treatment for my child(ren) in the event that parents cannot be reached.

Signature \_\_\_\_\_ Date \_\_\_\_\_



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WAUPUN POOL 2014 Swim Lessons

The YMCA of Dodge County in collaboration with the City of Waupun, will be providing swim lesson instruction at the Waupun Family Aquatic Center. Any questions regarding these programs or activities can be directed to the YMCA of Dodge County Aquatics Director at (920)887-8811.

All swimming lessons will be held at the Waupun Aquatics Center. Lessons may be canceled in the event that the air temperature drops below 60 degrees, or the water temperature drops below 72 degrees or if it is lightening/thundering. Please listen to WBEV 1430 for cancellations. We reserve the right to combine or cancel classes. All swim lessons may be combined or cancelled after the first day of class if a minimum enrollment of 4 children are not met.

## PRESCHOOL AND YOUTH SWIMMING LESSONS

*residency?*

**Fees: \$16 per session - District    \$24 per session - Non District**

Preschool & Youth classes are 30 minutes in length. All classes are 4 days per week, Monday - Thursday.

All children will be tested on the first day of class to ensure that they are at the right level. Please sign up for the time frame that works best for you. **REGISTER EARLY... Space is limited!**

## REGISTRATION

Registration and fees will be taken at the Waupun Aquatic Center beginning June 7th during normal operating hours.

**Registration form on back. CHECKS OR MONEY ORDERS WILL ONLY BE ACCEPTED (no cash please).** Make Checks/Money Orders payable to the YMCA of Dodge County. *City of Waupun?*

For questions regarding swimming lessons or the Waupun Aquatic Center, contact the Aquatics Director at 920 887 8811.

### Session 1: June 23 - July 3

11:00 am - 11:30 am (ages 6+)  
11:35 am - 12:05 pm (ages 6+)  
12:10 pm - 12:40 pm (ages 3-5)  
Make up day: June 27

**Registration Deadline: June 18**

### Session 2: July 7 - July 17

10:25 am - 10:55 am (ages 6+)  
11:00 am - 11:30 am (ages 6+)  
11:35 am - 12:05 pm (St. Stephens Day Care)  
12:10 pm - 12:40 pm (ages 3-5)

Make up days: July 11 & July 18

**Registration Deadline: July 2**

### Session 3: July 21 - July 31

11:00 am - 11:30 am (ages 6+)  
11:35 am - 12:05 pm (ages 6+)  
12:10 pm - 12:40 pm (ages 3-5)  
Make up days: August 8 & 15

**Registration Deadline: July 16**

### Session 4: July 21 - July 31

10:25 am - 10:55 am (ages 6+)  
11:00 am - 11:30 am (ages 6+)  
11:35 am - 12:05 pm (St. Stephens Day Care)  
12:10 pm - 12:40 pm (ages 3-5)

Make up days: August 8 & August 15

**Registration Deadline: July 30**

*residency?*

## SWIM TEAM

**Fees: \$35 per session - District    \$45 per session - Non District**

The Waupun Swim Team is for individuals who would like to swim on a more competitive level. This is an opportunity for boys and girls ages 18 and younger to swim competitively.

Swimmers are divided into age groups: 8 years and under & 9 years and older

Swim meets, both home and away, will be scheduled throughout the summer. Practice begins June 23. Practice times will be 2 days per week and will be announced by June 7. **(No practice the week of July 1)**

**Monday - Thursday**

**June 23 - July 30**

**9:15 am - 10:15 am**

Seasonal Price Comparison

2013

	Horicon Aquatic Center	Fox Lake Aquatic Center	Randolph Pool	McCune Beach (obsolete 2014)	Crystal Beach	Swan Pool	Columbus Aquatic Center	Watertown Aquatic Center	Waupun Aquatic Center
Individual Pass	\$ 40.00	\$ 35.00	\$ 40.00	\$ 25.00	\$ 21.50	FREE	\$ 70.00	\$ 50.00	
non resident if applicable	n/a	\$ 40.00	\$ 45.00	n/a	\$ 32.25	FREE	\$ 80.00	75	
Family Pass	\$ 95.00	\$ 65.00	\$ 75.00	\$ 70.00	\$ 53.50	FREE	\$ 175.00	\$ 100.00	
non resident if applicable	n/a	\$ 80.00	\$ 85.00	n/a	\$ 83.25	FREE	\$ 200.00	150	
Day Pass	\$ 4.00	\$ 4.00	\$ 4.00	\$ 2 18yr+ 3yr and under FREE	\$ 2.50	FREE	\$ 4.00	\$ 3.00	
Age requirements (if any)	3yr and under FREE		1yr and under FREE		non resident \$3.75	FREE		1yr and under FREE	
	night swim \$2		family day pass \$20			FREE	night swim \$3		
Senior Day Pass	n/a	n/a	n/a	n/a	n/a	FREE	n/a	n/a	

2/19/2014											
Recreation Positions - Neighboring Communities											
Community	Contact Name	Contact Phone	Rec Director: Yes or No?	Current Salary	Benefits Received (health / life / ret / sick / vac / hol)	Job Description	Senior Center Director: Yes or No?	Benefits Received (health / life / ret / sick / vac / hol)	Job Description	Current Salary	Other Notes
Mayville	Mike Kurutz	210-9823	yes - full-time Director of Parks, Recreation & Public Works (public works dir retired 4 yrs ago, contracted out engineering)	\$59,000-\$60,000 (suggested ckg salary trends on WPRA website, prob \$30-\$40K)	full benefits	attached	no director, don't want one, have TAG Center w/ 2 FT people to oversee, senior fitness classes held there; seperate senior center to play cards/eat/have a couple parties/yr; senior center board and mngr in charge of bldg & maint of it & coord bldg rental (salary \$200-\$300/mo) but doesn't do any programming				they charge Senior Center membership
Beaver Dam	Evonne Boettge	887-4639 x 100	Community Activities & Services was formed when the city reorganized & split Park, Rec & Forestry to combine Rec with the Senior Center; now have a FT Administrator for Community Activities & Services. (Have seperate FT Supervisor for Parks & Forestry.) Other staff for BDCAS are 1 FT Office Administrator, 1 FT Customer Service & 1 permanent PT Clerk. Also have seasonal staff for summer, as well as fall/winter/spring positions which end each year. Some get 40 hours, most are 30 or less.	BDCAS Administrator base salary \$5,020/mo (\$60,240); longevity incentive for city staff	full benefits	attached	The city operates a full time multi-purpose center. The job duties of a Director are included in the BDCAS Administrator's job description				
Ripon	Karen (HR)	920-748-4916	No, used to have part-time rec director	N/A	N/A	N/A	yes, half-time	2 personal days, 6 vacation days, sick time accum per pay period, eligible for life, enrolled in WRS	attached	\$10.51/hour for 2014	no leagues handled at city level, no parks activities anymore
Horicon	Theresa (?)	485-3500	No, no longer have a rec department	N/A	N/A	N/A	No, volunteer (Alice) comes in to arrange programs, city doesn't pay her (they think she volunteers, unless the county pays her), sets up programs at the library & uses the activity room at City Hall; room is also used as meal site (arranged by Dodge County)	N/A	N/A	N/A	Summer activities are run through the Y, pool activities also run through the Y
Juneau	Gail Amsler	386-4812	Yes, 32-35 hours/week	\$17.64/hour	sick, vacation (pro-rated), no holiday, life, dental, city pays portion (at least 50%) of health ins	attached	No	N/A	N/A	N/A	sets up walking program & meals community center, want activities but don't want to pay, tried to coord trips-40+ wanted to go & only 10 sign up; going to BD for activities, tried fitness class but couldn't get 10 people signed up, "can't sign up, don't know if I'll be sick"
Richland Center - just built new Senior Center, busy all the time											

## **JOB DESCRIPTION**

**Job Title:** *Director of Parks, Recreation & Public Works*  
**Department:** *Parks and Recreation*  
**Reports To:** *Mayor, City Council, & Park and Recreation Commission*  
**FLSA Status:** *Non-Union*  
**Prepared By:** *Mike Kurutz Director of Parks and Recreation*  
**Prepared Date:** *September 22,2010*

**General Position Description:** The Director of Parks and Recreation is responsible for the overall operation of the Parks and Recreation Department and the day to day operation of the Public Works Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Oversees the overall operation of the City Parks and Recreation Department.
- Oversees and coordinates janitorial, maintenance, and scheduling of the Mayville Park Pavilion, and the Mayville Youth Memorial Building and all outdoor Park Facilities.
- Oversees the operation of the May Park Outdoor Swimming Pool. ????
- Coordinates the operation of the City of Mayville's Public Access Station.
- Recruit, Train, and supervise Part-Time Park and Recreation Employees.
- Supervise all Full –Time Parks Employees and Street Department Employees.
- Develop and enforce policies and procedures of the Park and Recreation Department and the Public Works Department.
- Assist in the day to day work schedule of all Public Works and Parks Employees
- Prepares Cost Estimates for Public Works projects including long- range projections for Capital Improvements Budget Planning.
- Maintains Public Works Files and Records
- Serves as the City of Mayville's Recycling Coordinator
- Serves as the City of Mayville's Forester

- Evaluate existing Programs and make recommendations on the need and scope of future programs.
- Respond to citizen requests and complaints concerning the Park and Recreation Department Programs and Facilities, and the Public Works Department.
- Develop and implement marketing strategies including promotional events, marketing tools, and media relations as it relates to the Park and Recreation Department and the Public Works Department.
- Prepares the Annual Park and Recreation Department and Public Works Budget
- Monitor daily revenues and expenditures within the annual budget of the Parks and Recreation Department and the Public Works Department.
- Process Time Cards and Time Sheets for all Public Works and Parks Employees for Payroll.
- Attend Meetings as needed.
- Assists with Labor Negotiations as needed.
- Serves as Drug & Alcohol Testing Coordinator for CDL Licensed employees.
- Perform semi-annual performance reviews with employees, using performance evaluation tools provided by the City Clerk.
- Prepare necessary reports relating to department activities.

**SUPERVISORY RESPONSIBILITIES:** The Director of Parks and Recreation is the direct supervisor for the following positions: Park Maintenance Laborer, all Street Department Personnel, and all Part-time employees within the Park and Recreation Department.

**QUALIFICATIONS:** Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervise, and evaluate year round operations in the Park and Recreation Department and the Public Works Department. The ability to hire and supervise full and part-time employees. The ability to develop and maintain a department budget. The Director must be able to develop and maintain an effective relationship with the public and also have the ability to communicate both verbally and in writing. Computer knowledge is necessary with experience in MS Word and Excel.

**EDUCATION and/or EXPERIENCE:** A Bachelors Degree in Recreation and Park Administration, along with 5 years of related experience. Any combination of experience and training which provides the knowledge, skills, and abilities. Successful applicants

will have previous experience in running a department and have experience in Facility Management. The ability to work proficiently with computers is necessary.

**LANGUAGE SKILLS:** Frequent inside and outside contacts with the general public is required. The Director must have strong human relation and communication skills as well as the ability to develop a good working knowledge of department policies and procedures.

**CERTIFICATES, LICENSES, and REGISTRATIONS:** A valid driver's license is required.

**SALARY AND HOURS:** This position is a full-time, non-union position. Employees are required to work a minimum of 40 hours per week. The nature of this position requires hours out of the standard work day.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.*

---

**JOB TITLE:** COMMUNITY ACTIVITIES & SERVICES ADMINISTRATOR  
**REPORTS TO:** Director of Administration – City Clerk

**PRIMARY DEPT:** City Hall Mgt.                      **PAY TYPE:** Salaried Exempt  
**WORK TYPE:** Management                      **PAY GRADE:** 12  
**REVISED:** 6/1/2008                      **BARG UNIT:** NR

---

**JOB SUMMARY**

---

Primary Job Elements:

- Responsible for daily operation of the Senior Center/Recreation facility
- Plans, manages and evaluates department programs and activities
- Supervises department staff
- Develops, controls and reports on department budget and Senior Center accounts
- Executes and supports Senior Center By-Laws, Policies and Procedures
- Liaison to Senior Center Steering Committee; serves as ad hoc member of all Senior Center committees
- Produces clear and effective reports, records and statistical information
- Generates fund raising plan and projects
- Researches, develops and submits grant applications; solicits donations and sponsors
- Addresses complaints and resolves problems
- Interviews, hires and develops training for all staff and volunteers; maintains job descriptions
- Contracts with speakers, entertainment, travel, program and activity providers

Secondary Job Elements:

- Facilitates Dodge County Nutrition Program
- Reviews and reports needs for the physical facility and grounds (the Office Administrator is in charge of the facility in the CAS Administrator’s absence)
- Maintains an effective public relations program, including community presentations
- Works with the public, agencies, members, City Council to address department needs
- Coordinates activities and programs space needs with Park Supervisor
- May escort tours or appoint another staff person to do so
- Assists with set-up for daily programs
- Other duties as assigned

---

**QUALIFICATIONS**

---

Minimum Educational and Job Experience Requirements:

- Bachelor’s degree with major course work in recreation, education or related area
- Three to 6 years relevant experience, including direct programming for older adults
- Experience in preparing and analyzing a comprehensive department budget
- Knowledge of federal, state and community resources and agencies dealing with relaxed services

- Demonstrated knowledge of recreation and senior center management (including facility operation, rentals and grant development)
- Knowledge of board governance and committee structures
- Excellent computer skills; thorough knowledge of Microsoft Office Suite
- Access to a vehicle with ability to travel as needed
- Certification in CPR, First Aid, defibrillator

Abilities Required:

- Ability to program, plan, assign and direct the work of others
- Ability to work independently and develop reasonable and creative solutions
- Ability to communicate both orally and in writing, including public presentations
- Ability to maintain and prepare accurate, complete and detailed records
- Ability to work effectively and collaboratively with groups, service providers and public officials
- Ability to establish and maintain cooperative relationships with the City Council, department heads, committees, associates, etc.
- Also refer to the Community Activities & Services Administrator Physical Demands Form

# CITY OF BEAVER DAM PHYSICAL DEMANDS FORM CLASS SPECIFICATIONS

**POSITION TITLE:** Community Activities & Services Administrator

**AVERAGE # OF WORK HOURS PER DAY:** 10

**AVERAGE # OF WORK HOURS PER WEEK:** 50

**DATE COMPLETED:** May 2008

**COMPLETED BY:** Evonne Koeppen, CAS Administrator

	None (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (66-100%)
1. Sitting (or remains stationary at a seated height)	_____	_____	_____x_____	_____
2. Standing (or remains stationary at a standing height)	_____	_____	_____x_____	_____
3. Walking (or moves by other means)	_____	_____	_____x_____	_____
4. Bending Over	_____	_____x_____	_____	_____
5. Climbing (or ascends/descends by other means)	_____	_____x_____	_____	_____
6. Reaching Overhead (or operates, attaches, collects, or adjusts by other means)	_____	_____x_____	_____	_____
7. Kneeling	_____	_____x_____	_____	_____
8. Pushing or Pulling:				
a. With Legs	_____	_____x_____	_____	_____
b. With Arms	_____	_____x_____	_____	_____
c. With Body	_____	_____	_____x_____	_____
9. Lifting or Carrying (moves or transports):				
a. 10 lbs. or less	_____	_____	_____x_____	_____
b. 11 to 25 lbs.	_____	_____	_____x_____	_____
c. 26 to 50 lbs.	_____	_____	_____x_____	_____
d. 51 to 75 lbs.	_____	_____x_____	_____	_____
e. 76 to 100 lbs.	_____x_____	_____	_____	_____
f. Over 100 lbs.	_____x_____	_____	_____	_____

**A - 5**



Describe the employee's specific shifts (including rotating) and/or the hours worked, any travel requirements, and overtime:

The Administrator's hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. One hour is allowed for lunch, frequently this is a working lunch – it's a good opportunity to talk with Senior Center members and get to know them better as well as discuss plans or activities with the Nutrition Site Manager.

Time is required for many Senior Center events, fund raising programs, presentations, seasonal staff contact, weekend programs and activities for recreation.

Additional comments:

Extensive use of a personal vehicle is required in this position.

Position works under high pressure and reports to City Supervisor as well as members of the Center, Steering Committee and sometimes the public.

Occasional weekend and frequent evening hours are expected in this position.

# **Senior Citizen Coordinator**

## **General Statement of Duties**

Performs routine coordination and supervisory duties; does related work as required.

## **Distinguishing Features of the Class**

This is a responsible management position requiring some judgment in dealing with special needs of people. Judgment is also required in the maintenance and care of facilities.

## **Examples of Work** (Illustrative only)

- Supervises and directs building maintenance activities.
- Leads and assists in developing programs to meet the social needs of Senior Citizens.
- Maintains records and prepares reports of Senior Center activities.
- Prepares and administers the Senior Center budget.
- Maintains simple financial records.
- Serves as facilitator of Senior Citizen activities.
- Is responsible for building security.

## **Required Knowledge, Skill and Ability**

Knowledge of the social needs of Senior Citizens; interest in and sympathetic understanding of the needs of Senior Citizens; ability to secure the cooperation of others; patience; ability to maintain simple records; good oral and written communication skills.

## **Acceptable Experience and Training**

Some experience in the care and management of small groups of people. Training in the special needs of Senior Citizens will be helpful. Experience in facilitating and coordinating group activities highly desirable.

## **Ripon Senior Center Director**

It is the responsibility of the Senior Center director to manage the affairs of the center and to promote a comprehensive recreational and educational program for senior citizens. She/he is to keep abreast of current trends, programs, services and funding available, and offer fun and educational events and activities for seniors.

### **1. Maintenance**

- a. Arrange for plumbers, electricians, professional cleaners and repairs through Public Works Department.
- b. Order cleaning and operating supplies when needed
- c. Keep in contact with cleaning person.
- d. Handle building reservations for classes, groups, parties and individuals.
- e. Keep areas around front and back doors shoveled and salted.
- f. Responsible for purchases for Senior Center activities, supplies and equipment

### **2. Records and Reports**

- a. Fon du Lac County monthly volunteer records
- b. Monthly and yearly reports to the City of Ripon
- c. Prepare Senior Center annual budget
- d. Maintain expense records for the senior association (trips, cards, classes)
- e. Pay bills as they come and keep track of them under the correct account number

### **3. Supervision**

- a. Arrange for kitchen and desk volunteers as needed
- b. Double-check cleaning person's time sheet, sign and turn in to City
- c. Making final decisions regarding actions such as hiring, disciplining, performance evaluation and assignment of work.

### **4. Public Relations**

- a. Write monthly newsletter and calendar to include information, trips and activities offered at the Center. Have van drivers deliver to various sites throughout the city.
- b. Contact media monthly with information on trips and activities. This includes newspapers, radio stations and cable station.
- c. Maintain two monthly bulletin boards. Decorate and advertise for each month.
- d. Posters for doors listing upcoming events and activities.
- e. Escort trips offered by the Senior Center.
- f. Work with city, county and state agencies in developing needed services for the elderly.
- g. Coordinate fund-raising events.

### **5. Special Events**

- a. Make arrangements for monthly potluck, including entertainment, speaker, slides, etc. Arrange furniture for potlucks.
- b. Plan quarterly birthday parties.

- c. Plan and coordinate annual Picnic, Christmas Party and Dickens of a Christmas open house including food, games, prizes and entertainment.

**6. Meeting and Conferences**

- a. District Directors meeting
- b. Program coordinators meeting
- c. WASC annual conference

**7. Miscellaneous**

- a. Fill in as kitchen or desk volunteer as needed
- b. Move furniture as needed
- c. Take pictures from special events for newsletter and press releases
- d. Maintain a supply of greeting cards for all occasions for people to purchase
- e. Arrange occasional classes and seminars
- f. Check brochures, magazines. Etc/ for out-of-date materials
- g. Take deposits to bank
- h. Maintain Senior Association checking account
- i. Send thank you notes to program presenters, donors and entertainers

**8. Qualifications**

- a. Creativity
- b. Organizational skills
- c. Willingness to do whatever is needed
- d. Computer experience
- e. Experience in working with the elderly
- f. Awareness of community services
- g. Ability to direct others in volunteer positions
- h. Basic bookkeeping
- i. Be certified in first aid and CPR

## **Job Description – Recreation Director**

### **~General Statement of Duties:**

This position is responsible for the administration &/or supervision of all youth and adult recreation programs for the City of Juneau. This person is responsible to schedule a Recreation Committee meeting once a month or as needed with a status report on all recreation functions/activities. Hours are based on a 32-35 hour work week with direction from Recreation Committee. This person must be available to work nights and weekends as needed for various programs.

### **~Distinguished Features of the Class:**

- This position involves the scheduling of all youth and adult year around recreation programs.
- This person should have knowledge of equipment used in the recreation programs.
- This person is responsible to set up times, dates, coaches and/or personnel needed for each sport/program.
- This person is also responsible to purchase the equipment needed for all recreational activities.
- This person is responsible to hire, fire and evaluate all umpires, coaches, scorekeepers and referees.
- Provide referees, scorekeepers and umpires as needed to run recreation programs
- Set up bus transportation for trips.
- This person is also responsible to hire and supervise a summer recreation assistant.
- Notify committee of vacation/seminar/time off, etc.

### **~Essential Knowledge, Skills and Abilities:**

- Work with Public Works superintendent on janitorial work at Community Center (to ensure a safe surface for recreational activities on the gym floor).
- Good knowledge of equipment used in sports.
- Possess knowledge of sports and rules of the games being played.

- Must be organized.
- This person should have abilities in working with youth and adults.
- Skills in setting up programs.
- Be able to set up and maintain the recreation budget.
- This person has to have the ability to get along and communicate with the public as well as co-workers.
- Show initiative
- Possess tact and courtesy
- Be dependable and thorough
- Be in good physical and mental condition.
- Also recommended to be CPR and first aid certified.
- Creative knowledge for arts & crafts program.

**~Additional Requirements and Skills:**

- This person along with the City Custodian will check the Community Center and Concession Stands to see if they are clean and everything is in working order for the purpose of recreation or rental use to the public.
- The Recreation Director will work closely with the Manager of the Community Center (Chef) to make sure no scheduling conflicts occur to between recreation programs and Community Center functions.
- This person will work closely with the Public Works department to make sure that equipment, park buildings, playground area and supplies are clean and in a safe working manner.
- If repairs or cleaning is needed, this person will contact the necessary person and/or persons (generally Public Works) to be sure repairs and/or cleaning is completed.
- This person will also check these same buildings after they have been rented and then contact the City Hall staff, informing them of the building status for the renter's deposit refund.

- Communication with City Hall staff on rental dates of the Park buildings and fields must be continuous to ensure the buildings and fields are provided to the public on their dates reserved.
- During the summer, this person should post a calendar on the Men's and Women's Softball Concession Stand outside bulletin board with dates showing scheduled ballgames.
- This person must also post a calendar at the Little League Concession Stand of diamond practices and games.
- This person will also stock food supplies in the Little League Concession Stand and keep records of all expenses. Give a year end report on the concessions to the Recreation Committee.<sup>9</sup>
- This person must place ads in newspapers, interview applicants and make recommendations to the Recreation Committee.
- A valid driver's license is required.
- Authorize & monitor all fundraising requests/approvals. Give an update to the Recreation Committee.

**~Physical Requirements (but not limited to):**

- Must be able to handle all recreation department equipment to efficiently run various programs.
- Ability to keep athletic equipment in good working order.
- Ability to help with installations and maintenance of park and playground equipment.
- Able to physically give demonstration of activity: run, jump & etc.
- Ability to communicate verbally.
- Corrected vision and/or hearing (if needed).

**The City of Juneau reserves the right to ask any potential employee to demonstrate how they can effectively perform these duties.**