McNab Regional Park Authority lnc.

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McNab Regional Park Authority lnc.

APPOINTEES TO THE BOARD:

Each Year appointments to the Board will be made by the Sponsoring Municipalities and Organizations as follows:

1. Town of Watson- Four Board Members
2. R. M. of Lakeside- One Board Member
3. R.M. of Spalding- One Board Member
4. 3 members at large

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COMMITTEES OF THE BOARD:

The Executive Committee shall consist of the Chairperson, the Vice Chairperson and 1 member at large.

Each year, at the time of the reorganization of the board, the board shall appoint the following:

1. Executive/HR
2. OH&S
3. Tournament

Note: If a vacancy occurs on any committee the Board will appoint a replacement to hold that position till. The next annual meeting

McNab Regional Park *Authority* Inc.

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DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

1. Appoint and participate in committees as required.
2. Appoint the Secretary /Treasurer. Right now this is the Park Manager
3. Annually review and determine rates and levies.
4. Hiring all staff for all departments will be the Park Manager with the help of the area supervisor and the HR Committee
5. Determine future development of the park.
6. Oversee and approve annual Park Budget, if any.
7. Settle disputes and grievances elevated from the CEO or committees.

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DUTIES OF THE CHAIRPERSON OF THE BOARD

1. Call all board meetings
2. Chair board meetings
3. Be the first contact for the Manager
4. Settle disputes if the Manager can not

DUTIES OF THE SECRETARY/TREASURER (Manager)

1. Attend all Board meetings.
2. Record minutes of Board meetings
3. Prepare the annual park budget and obtain Board approval.
4. Ensure the annual audits are completed and presented to the Board.
5. Administer bank accounts, payrolls and all park related finances.
6. Liasie with federal and provincial associations and government departments.
7. Persue funding for park in terms of grants, fundraisers and donations.
8. Obtain all necessary licenses, insurance and permits as required.

JOB DESCRIPTION

Job Title: ***Park Manager/Facility Manager/Recreation Director***
Reports To: Town Administrator/Watson & District Arena & McNab Park Regional Park
Supervises Directly: Clubhouse Attendants, Maintenance Supervisor, Pool Staff

Purpose for the Position:

Over sees all aspects of McNab Regional Park & the Watson Arena. Coordinates and Maintains operations and activities of golf course, clubhouse, swimming pool & arena employees and patrons. Provide exceptional front line service to the guests of the Town recreational facilities. Must be proactive in promoting the golf course, campground and swimming pool at McNab Park and all the other community recreational facilities. Performs duties with little direct supervision.

Responsibilities:

- Responsible for the daily, and monthly bookkeeping
- Responsible to help create and follow a 5 year plan and budget
- Responsible for all sponsorship opportunities, including ad board signs, ice logos, Ladies', Men's and Mixed Nights, park sponsorship, event sponsorship and other eg: score cards, flags
- Responsible for all grant writing and donation letters for all activities and improvements
- Responsible for all advertising and promotion of the facilities
- Maintains records of daily operations and monies received. Operates electronic cash register. Manages in compliance with local, provincial and federal laws and regulations.
- Ability to interact with the public. Must establish and maintain effective working relationship with employees and public.
- Book campsites when required.
- Maintains records of foot traffic in the facilities, golf rounds, passes play rounds and locker and cart storage rental.
- Promote all events going on
- Maintain hours of operation and create staff schedules
- Create and review workloads and scheduled work assignments for the facilities.
- Maintain cleaning schedule for all buildings.
- Answers questions, solves basic issues or problems concerning the operation of the the facilities.
- Reports status of work, projects and available personnel for projects
- Orders food and concession supplies from approved suppliers and maintains inventory according to seasonal needs.
- Pickup or receive supplies when they arrive.
- Prepare, maintain and serve various food items in accordance with Health Department regulations.
- Prepare meals for large numbers of people (Example – Specialty nights and tournaments and events)
- Required working a flexible schedule including weekends, holiday and evenings.

- Manages in compliance with established regional park policies and procedures.
- Performs related duties as required.
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Skills and Abilities:

- Strong writing skills and knowledge in grant and letter writing
- Strong financial skills (budgeting and bookkeeping)
- Strong PR skills
- Ability to work with local businesses and the Town of Watson to best promote the entire community
- Competent knowledge of Golf Course Clubhouse Operations.
- Identify problems and make decisions based on your experience and judgment, as well as on established facts such as budget allocations and legal requirements.
- Able to deal with all kinds of people.
- Speak and write clearly and effectively to influence people's actions and to be sure that your plans will be understood and followed.
- Obtain the Food Handlers Safety Course

Job description subject to change when necessary.

JOB DESCRIPTION

Job Title: McNab Regional Park Maintenance Supervisor

Reports To: Facilities Manager

McNab Regional Park includes the golf course, camp grounds, front clubhouse area, pool area and parking lot

Purpose for the Position:

- Supervises the mowing, top dressing, and care of golf greens and tee boxes.
- Arranges for cutting of all other grass at McNab Regional Park.
- Exercises the proper control of weeds, insects and fungi pests for entire McNab Park.
- Supervises the proper watering of greens, the maintenance of traps.
- Directs the location of cups on greens and tee markers and sees that tee stands are properly equipped
- Ensures garbage on the course and at the campgrounds are emptied daily.
- Follows direction on the maintenance and minor repairs to all buildings.
- Directs the maintenance and minor repairs to all mowers and golf course mechanical equipment.
- Follow the daily and seasonal maintenance schedules

Skills and Abilities:

- Thorough knowledge of the proper care and upkeep of golf course and campgrounds.
- Good knowledge of seeds and fertilizers.
- Knowledge of ice maintenance
- Knowledge of equipment

Ability to lay out and supervise the work of others

JOB DESCRIPTION

Seasonal Clubhouse Supervisor

Reports To: McNab Park Manager

Supervises Directly: Clubhouse Attendants with Park Manager

Purpose for the Position:

Coordinates and Maintains Clubhouse operations and activities of Golf Course Clubhouse employees and patrons. Provide exceptional front line service to the guests of McNab Park. Must be proactive in promoting the golf course, campground and swimming pool at McNab Park. Performs duties with little direct supervision.

Responsibilities:

- Maintains records of daily operations and monies received. Operates electronic cash register. Manages in compliance with local, provincial and federal laws and regulations.
- Ability to interact with the public. Must establish and maintain effective working relationship with employees and public.
- Book campsites when required.
- Maintains records of golf rounds, passes play rounds and locker and cart storage rental.
- Promote all events going on at the park
- Maintain hours of operation and create staff schedules with Park Manager
- Create and review workloads and scheduled work assignments for Clubhouse Staff.
- Maintain cleaning schedule for clubhouse and surrounding buildings.
- Answers questions, solves basic issues or problems concerning the operation of the Clubhouse and attendants.
- Reports status of work, projects and available personnel to the clubhouse committee.
- Orders food and concession supplies from approved suppliers and maintains inventory according to seasonal needs.
- Pickup or receive supplies when they arrive.
- Prepare, maintain and serve various food items in accordance with Health Department regulations.
- Prepare meals for large numbers of people (Example – Specialty nights and tournaments)
- Required working a flexible schedule including weekends, holiday and evenings.
- Manages in compliance with established regional park policies and procedures.
- Performs related duties as required.
- Ability to understand and communicate written instructions.
- Must report for work at required time and date and maintain a responsible attendance record.
- The ability to follow a supervisor's instructions, tolerate certain levels of stress and attend work on a punctual, regular basis.
- Reports accidents, vandalism, theft and other violations to the proper authorities.

Skills and Abilities:

- Competent knowledge of Golf Course Clubhouse Operations.
- Identify problems and make decisions based on your experience and judgment, as well as on established facts such as budget allocations and legal requirements.
- Able to deal with all kinds of people.
- Speak and write clearly and effectively to influence people's actions and to be sure that your plans will be understood and followed.
- Obtain the Food Handlers Safety Course

Job description subject to change when necessary.

JOB DESCRIPTION

Job Title: Seasonal *Pool Staff- Pool Supervisor*

Reports to: McNab Park Manager

1. Oversee all swimming pool operations.
2. Responsible for supervising and scheduling all pool and Playground staff, ensuring that the required qualified staff are on duty in compliance with Health and Safety regulations.
3. Ensure that all staff are fully trained for their duties.
4. Maintain cleanliness of entire pool area including buildings and immediate grounds within the pool compound and the public area of the pool building.
5. Schedule employees to ensure daily and seasonal coverage as required, avoiding overtime if possible.
6. Ensure that all staff wear proper attire for their position e.g. Life Guards
7. Any other duties assigned by the committee from time to time.
8. Maintain valid CPR and First Aid.
9. Responsible for teaching swimming lessons from Parent & Tot to Star
10. Responsible for a lesson plan for each lesson taught
11. Responsible for doing report cards for each participant
12. Do regular water/chemical tests every 3 hours
13. Notify the Park Manager or the person with their pool operators course if the pool tests are out of the preferred range
14. Make sure the public is respectful and obeying the rules of the facility
15. Keeping the area surrounding the pool clean and free of items that could be obstacles in an emergence.
16. Help update the pool safety plan
17. Know what to say on the phone with 911
18. Keep the change rooms, lifeguard room (including washroom) and the main entrance clean and dry as much a possible

Skills and Abilities

- Use language skills for daily interactions with the public
- Identify problems and make decisions based on your experience and judgement
- Deal with various kinds of people (all ages from children – seniors)
- Speak and write clearly and effectively
- Follow directions
- Work well with others

Job description subject to change when necessary.