Recreation Department Functions

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| --- | --- | --- |
| **Community Center Use** | **District Communications** | **Programs & Activities** |
| **40%** | **15%** | **45%** |
| Supervise ReceptionistScheduling internal and external customers at pool, 3 classrooms, gymnasium and assembly hallProcess invoices and receiving payments, depositsCoordinating room set upCommunication with Facility staffRegistering for programsFront Desk communications | Developing E-Newsletter monthlyManaging District WebsiteCreating content & posting social mediaDistrict surveysRelationship with local newspaper | Aquatics: swim lessons, swim teams, lap swim, fitness programs, recreational swimDay & vacation youth campsEnrichment classesSports programsSports Fields AgreementsSpecial Events |