

Hidden Valley Community Association

Facility and Rink Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
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The role of Facility and Rink Director is to responsibly maintain Facilities belonging to the community association; including the Hidden Hut, Rink, Equipment and Machinery.

Specific Responsibilities of Facility and Rink Director

- Responsible for all Facilities including: Hidden Hut, Rink, Storage Shed by Public School
- Responsible for all Equipment and Machinery belonging to the community association
- Oversees access to all Facilities and Rink
- Establishes weekly, monthly and annual maintenance plans for the Facilities and Rink
- Oversees preparation and maintenance of the Rink
- Organizes and schedules volunteers interested in helping with Rink preparation and maintenance
- Responds to questions from members and residents on Facility and Rink related matters
- Handles bookings through Facility and Rink Usage Agreements
- Reserves Hidden Hut and Outdoor Rink using Google Calendar
- Prepares a monthly report to share at monthly Board of Director meetings
- Reviews condition of Facilities and Rink
- Distributes keys to volunteers as determined at Board of Director meetings, collects deposit cheque to forward to the Treasurer
- Reviews Life-cycle Report monthly
- Maintains up-to-date building maintenance records
- Advise community association on maintenance and upgrades
- Obtains estimates for maintenance, repair and upgrade work
- Supervises Facility and Rink maintenance and repair
- Recommends Grant opportunities with quotes to the Fundraising Director
- Establish a Facility and Rink budget with advice from the Treasurer

Authority and Accountability

- The Facility and Rink Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Facility and Rink Director serves as a Committee Director.

Term

- The Facility and Rink Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting