

## **Director of Facilities and Programming Job Description**

**Board Term of Office:** The Director of Facilities & Programming may serve up to 2 years.

**Responsibilities:** In addition to the job description for a board member of the GBPC, the Director of Facilities & Programming is also expected to:

- Identify and secure year-round access to Pickleball courts/facilities to meet the needs of the GBPC
- Make recommendations to the Board for the procurement and maintenance of sufficient supplies and equipment (e.g., balls, nets, leaf blower, squeegees, etc.) to support GBPC activities
- Manage access to GBPC's home courts i.e., TRIDON Pickleball Courts, 2023-2026 (e.g., keys and locks)
- Oversee the maintenance of GBPC home courts
- Make recommendations to the Board for improvement of the GBPC home courts
- Ensure policies and procedures are put in place to maintain GBPC compliance with PCO insurance requirements
- As Chair of the GBPC Programming Committee, lead and support the committee in achieving the following:
  - Identify, develop, and promote appropriate programs and activities to grow the sport of Pickleball in the Grand Bend area
  - Develop a schedule for court usage to maximize the utilization of the courts and provide access to members and prospective members of all skill levels
  - Make equipment recommendations to the Board
- Document all programming, policies, procedures etc. and provide to the Secretary for record keeping and continuity
- Orient the new Director of Facilities and Programming

**Time requirements:**

- The board meets approximately every 4-6 weeks
- Work involves approximately 1-2 hours per week

**Skills required:**

- Leadership Skills
- Organizational skills
- Computer skills
- Communication and collegial skills

**Date of Original Approval:** December 12, 2023