

**DRAFT**

**Director of Facilities**  
**Job Description**

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

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

- Manage access to GBPC's home courts and facility- TRIDON Pickleball Courts (e.g., keys and locks)
- Identify and oversee the maintenance of GBPC home courts and make recommendations to the GBPC Board for improvements to the GBPC home courts
- Identify the requirements for the procurement and maintenance of sufficient supplies and equipment (e.g., balls, nets, leaf blower, squeegees, etc.) to support GBPC activities.
- Identify year-round access to secondary Pickleball courts/facilities to meet the needs of the GBPC (including booking and cancellation of Court times). Make recommendations to GBPC Board for approval to secure these facilities on a timely basis as required.
- Develop a 'terms of reference' identifying the duties for the **Program Convenors**. Identify potential member names for the convenors. Recommend the 'terms of reference' and member names to the GBPC Board for approval.
  - Oversee and provide support to convenors including providing a monthly assignment schedule and any new program formats or requirements.
  - Provide sufficient supplies and equipment to the convenors (balls, etc).
- Identify and document all policies, procedures etc. and provide these to the GBPC Board for record keeping and continuity.
- Orient the new Director of Facilities.

**Time requirements:**

- The board meets monthly
- 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

**Updated:** January 2, 2026