

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

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Updated: January 2, 2026