

Littlefork CERC Director Job Description

(updated 5/7/2024)

Salary: Hourly, \$16.76 starting wage.

Hours Per Week: up to 20 depending on current programming

Duties:

Establish working hours as approved by the CERC board and be accessible to the public.

Coordinate and oversee all education and recreation activities for all age groups in cooperation with and under the direction of the CERC Board.

Establish guidelines for all programming and activities in cooperation with and under the direction of the CERC Board.

Schedule facilities needs for programming.

Promote and publicize all programs adequately.

Submit monthly program information and articles to the school newsletter by the 20th of each month.

Maintain CERC program information on the City of Littlefork website.

Maintain an inventory of all CERC supplies and equipment

Prepare meeting agendas and mail to board members before the monthly meeting.

Maintain permanent record of meeting agendas, minutes and financial reports for board meetings.

Report to the board regarding monthly activities, classes, etc.

Act as secretary at CERC Board meetings.

Collaborate with the City Administrator and the Board of Directors to establish the annual CERC budget and utilize the budget to implement programming and activities.

Collect funds, fees and deposits for programming and prepare for City administration to receipt and deposit.

Initiate bill payments for CERC by providing purchase orders and invoice copies to the clerk in a timely manner.

Prepare and submit the Annual Community Education and Recreation Annual Report to the MN Dept. of Education.

Oversee canoe and kayak rental and equipment in cooperation with Lofgren Park caretaker and the city office.

Maintain paperwork for the (CSFP) program and be on site monthly to deliver food boxes and collect paperwork.

Execute other directives as given by the CERC Board.