

City of Vernon, Florida Recreation Director responsibilities and duties include, but are not limited to:

1. Scheduling games and practices for each sport.
2. Prepare fields and/or courts for games and/or practices
3. Organize concessions, which will be sold at all games and practices and scheduling people to work concessions
4. Collect concession proceeds must be counted by two people and receipt signed by two people
5. Deposit concession proceeds with City Clerk or Deputy Clerk the first business day following concession sales
6. Inventory all equipment prior to each sport season. Inventory sheets will be turned in the City Hall
7. Designate equipment to appropriate teams, keeping comprehensive records of distribution
8. Collect and inventory equipment at the end of each sport season. Inventory sheets shall be turned into City Hall
9. Order equipment and supplies for each game
10. Officials must be certified and wear proper uniforms. Obtain officials for each game to be paid from recreation funds: provide pay schedule and receipts.
11. Schedule team photos
12. Coordinate special activities including, but not limited to , awards banquets, tournaments, fundraising and recreation board meetings
13. Monitor and resolve disputes and or issues at any recreational activity
14. Maintain accurate account of participants in each sport
15. Provide City Clerk or Deputy Clerk with accurate comprehensive accounting of any and all monies collected in conjunction with sign-ups. It is imperative that the number of players coincides with the funds collected.
16. Provide City Hall with the names, phone numbers, and addresses of all coaches recruited by contractor.
17. All participants or their guardians will receive receipts for funds turned over for sign-up fees, uniforms etc. copies of receipts will be made available to any official of City immediately upon request.
18. Recreation records will be subject to audit at the sole discretion of City
19. Rec director will have coaches and volunteers sign good conduct papers
20. Make sure everyone that is required pass a back ground check prior to each sport
21. And any other tasks assigned by City Council
22. Write incident report on any accident, injury or disagreement as soon as it happens and turn right into City Hall
23. Enforce all Park Rules