



BUILDING & GROUNDS DIRECTOR JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- Adhere to and implement any directives issued by the executive.
- Prepare a yearly plan of activities and present to the executive for approval, including budgets if applicable.
- Coordinate hall and grounds repair and upkeep. The upkeep of the appearance of the building and surrounding grounds is an important aspect of this position.
- Take repair recommendations from the hall coordinator as well as any repairs or maintenance you may see during regular inspections.
- Contact the appropriate company to get work done, unless it is something you can do. Items like plumbing and heating, electrical and painting are things which would normally be contracted out as required.
- Maintain on a monthly basis a log book recording the maintenance of the hall and all related equipment regarding to fire detection/suppression.
- Supervise the rink staff during the winter skating season.
- Arrange for volunteers for any projects that are larger than a one person job but not appropriate for paid contract work.
- Report directly to the executive.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.
- Be willing to spend an average of 1 – 2 hours per week during slow times, more when a project is underway. If desired, the director position could possibly take on the paid cleaning job as well.