

Park and Recreation
Former Staffing Model

Preliminary: January 2021

5 HUN a Ybh8

Activity/Job Duties	Hours Per Year Recreation FTE	Hours Per Year PTE Support Staff
Administrative Planning and Coordination		
Administration Duties	300	0
Park and Rec Association and Peer City Coordination	36	0
Subtotal	336	0
Park Programs and Duties		
Inspection of park facility conditions and monitoring repairs	50	0
Coordination of park facility repairs and replacements	45	0
Preparation of scheduled activities on fields and parks	150	0
Trail planning and maintenance monitoring	40	0
Assistance in preparing Parks operating budget and CIP items	25	0
Coordinate park rentals	80	0
Management of warming houses, ice rinks, and rink rentals	75	0
50% of PTRC meeting coordination and attendance	40	0
50% of time to attend City Council meetings	5	0
Coordination of volunteer groups for Parks	25	0
Sheriff calls-for-service monitoring and vandalism response in Parks	20	0
General citizen inquiries and public communications for Parks	100	0
Subtotal	655	0
Recreation Program		
Organizes, plans and implements recreation programs	125	0
Review and Recommends fee structure for recreation programs	45	0
Managing invoices, fees and billing for recreation programs	150	0
Supervision of summer recreation programs (June to Sept)	160	640
Before and After School Program Support (Oct to May)	60	120
Development of new programs	50	0
Processing of registration forms	25	0
Newsletters, recreation guide and social media content for Rec Programs	95	0
50% of PTRC meeting coordination and attendance	40	0
50% of time to attend City Council meetings	5	0
Assistance in preparing recreation operating budget and CIP items	25	0
Recruitment, supervision, and management of seasonal rec employees	200	0
Subtotal	980	760
TOTAL WORKING HOURS PER YEAR	1971	760

Notes

Estimate does not include 12 to 15 seasonal employees during summer months for playground and league programs

Estimate does not include 3 to 4 seasonal employees during winter months for Before/After School Programs

