

## **CKCoJ Volunteer Position Description Facility Coordinator/Liaison**

### **Mt. Jumbo Facility Coordinator**

#### **Duties:**

1. Reserve spaces for classes/practices to take place at Mt. Jumbo Gym with Parks and Rec handler.
2. Forward all bills to treasurer.
3. Collect money from participants. Turn in money to the treasurer.

#### **Expectations:**

1. Take care of equipment stored at Mt. Jumbo Gym. When practices/classes end for the season return materials to the club storage unit.

### **Community Schools Coordinator**

#### **Duties:**

1. Reserve space for classes/practices – usually DZ and Riverbend Commons during the school year. Reserve covered playgrounds for practices/ classes and trials during the summer months.
2. Forward all bills to the treasurer. Assist treasurer in designating the billing to the appropriate categories ie. obedience practice, basic obedience class, puppy kindergarten, CGC, etc.

### **Practice Facilitator**

#### **Duties:**

1. Ask Facilities Coordinator to reserve space for the practice sessions.
2. Collect money from participants and coordinate equipment with participants.
3. Turn in money to the treasurer.

## **Agility Liaison**

### **Duties:**

1. Organize agility classes.
2. Reserve space at Swampy Acres during the cold weather months (789 – 7253). The charges are \$50 per 4 hour segment. Have a check from treasurer for the first session. Deliver to the house on the first day of class.
3. Reserve baseball/soccer fields by February 2 with Parks and Recreation through online calendar system (586 – 5226) The cost is \$9 an hour if you have enough hours scheduled.
4. Reserve space for any agility trials and seminars through Parks and Recreation.
5. Assist treasurer in designating categories for billing.
6. Design registration forms with date and locations for website.
7. Send registration forms to webmaster to be posted on website.
8. Collect registration forms and money from participants.
9. Turn in money to treasurer.
10. When registration for all level of classes are completed, divide time according to number of participants allowing for set up and break down of the equipment.
11. Notify participants of start and ending times and where they will meet.
12. Evaluate, inspect and order needed equipment with board approval.
13. Ask for a volunteer to organize the July 4<sup>th</sup> demonstration at Sandy Beach.