**Cowell Gymnasium Director Duties**:

**Manage funds** (daily, year-round)

· Collect fees from groups and submit to Town Accountant

· Collect donations from donation box in Cowell foyer and submit to Town Accountant

· Create invoices for larger events/rentals and track receipt from Town Administrator

**Manage rentals** — public, private, and Rec-Committee-sponsored programs, including coordinating key and gym procedures for daily/weekly/monthly/one-time groups:

· Year-round weekly evening programs (basketball and volleyball, Tues-Fri)

· Seasonal programs (youth basketball, senior walks, etc., Mon-Fri)

· Private rentals (sports, schools, b-day parties, tai chi, etc., weekdays & weekends)

**Manage facility upkeep**

· Coordinate interior and exterior repairs with Highway Superintendent. (Recent examples: coordinate repair of broken flooring in gym; install handrail near stairs by parking lot; fix broken areas in basement; elevator servicings/repairs; plumbing problems)

· Monitor heat closely at start of heating season and schedule oil deliveries when needed to avoid frozen pipes

· Schedule cleanings with maintenance

· Coordinate with fire departments and emergency management committee as needed for trainings/fire alarm issues

· Replace batteries in gym clock and thermostats located in heat-sensitive places (boys’ bathroom, etc)

· Keep an eye on the floodlight and tennis court light in parking lot in case they need replacing. Also, if breaker box gets tripped, reset floodlight and exterior light unit in attic.

· Organize and keep “tab room” tidy/clean (“tab room” stores balls/equipment/paper)

· Manage equipment (inflate balls each season, order more as needed, repairs)

· Set up and remove tennis net in spring and fall

· Check in on building frequently to manage vandalism, litter, broken things, unlocked doors, fans and lights accidentally left on, etc.

**Facilitate needs of other building occupants:**

· West County Food Pantry and Clothing Closet

· Buckland-Shelburne Elementary (emergency evacuation drills)

· Emergency Management Committee and Selectboard (storage)

· Art Garden (storage)

**Facilitate annual events organized by Rec Committee and other groups:**

· Art Garden Draw-Around

· Halloween Ball

· First Night

· Speakers/events for 100+ people

**Initiate Long-Term Projects/Maintenance:**

*Recent long-term projects have included:*

· Refinishing/painting hardwood floors in gym

· Renovation of floors/walls in stairwell, downstairs hall, and both bathrooms with help of Franklin County House of Corrections inmates and Town Highway Dept.

· Facilitated long-term location for Food Pantry and Clothing Closet

· Created meeting area rental space

· Wrote, applied for, and coordinated facilitation of $50K grant to refurbish the outside courts with $50K town vote contribution

· Wrote, applied for, and coordinated grant award for a defibrillator and hands-free CPR awareness program

*Upcoming projects could include:*

· Facilitate new heating system with Shelburne Board of Selectmen

· Coordinate volunteer help from Aubuchon Hardware and the Academy at Charlemont

· Repaint and fix up side door entrance and front area

· Install more screens along windows near ground

· Install dog poop-scooper sign

· Walls and mat cleanings inside gym

· Repaint radiators inside gym

· Refinish downstairs basement rooms for usage

**Promotion**

· Update yearly flier with Cowell info (2 sides—Cowell schedule and other offerings in building), supply Cowell and Town Hall with copies

· Photocopy yearly Cowell flier for 3 local schools (BSE, Colrain, Hawlemont), drop off copies to each school, with help from Rec Committee

· Send mass emails (MailChimp) promoting programs and alerting for cancellations

· Frequent social media posts (Facebook)

· Outreach to local newspapers

· Provide written support (yearly letters of recommendation) for West County Emergency Food Pantry grant applications on behalf of Town

Attend monthly Shelburne Recreation Committee meetings and provide reports