**Cowell Facilities Director’s duties:**

**Work Closely with the Recreation Committee**

* Attend monthly Recreation Committee meetings.
* Provide monthly reports on the state of the Cowell and adjacent grounds, including the collection of fees and donations.
* Provide input on Rec programing/activities.
* Manage Cowell Gym usage in coordination with the Rec-Committee, such as Rec sponsored programs, and ongoing public and private rentals.
* Coordinate with the Rec-Committee the upkeep and purchase of rec-equipment.
* Maintain a calendar of ongoing events at the Cowell to be posted at the gym and online.
* Provide program information and updates through social media and email.

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

* Collect fees and donations, and submit to Town Accountant
* Create invoices for larger events/rentals and track receipt with the Town Administrator

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

**Manage facility upkeep**

* Coordinate maintenance and repairs with Town Administrator and Highway Superintendent.
* Monitor climate control in the Cowell and report issues as needed.
* Assist recreation committee with management of program equipment.
* Check in on building and adjacent grounds frequently to manage vandalism, litter, broken things, unlocked doors, fans and lights accidentally left on, etc.

**Facilitate needs of other building occupants and uses:**

* West County Food Pantry and Clothing Closet
* Town Elections
* Emergency Management Committee and Selectboard (storage)

**Cowell Gym Phone**

* Check for messages regularly (ideally on a daily basis.)