

DOGPAW
Board Member – Director of Park Operations
Job Description

Role Summary:

Oversee routine and non-routine maintenance of parks and storage facilities. **Dedicate at least 5-10 hours per week to your DOGPAW role.**

Specific duties of the Director of Park Operations:

- Direct and oversee the regular park maintenance functions performed by contractors, such as waste removal and disposal. Review and approve invoices prior to payment by Treasurer.
- Coordinate purchase of bulk dog waste bags and distribution between parks.
- Coordinate facilities at each park (storage sheds, supplies, tools, and equipment).
- Oversee and direct volunteer park managers.
- Review parks' maintenance needs. Manage annual routine maintenance and unplanned repairs, including seasonal water shutoff/turn on.
- Work with the Volunteer Coordinator for staffing for park maintenance events.

General Board of Director Expectations:

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, including fundraising efforts.
- Participate actively in Board meetings, actions, fundraisers, and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings.
- Represent all those whom this organization serves and not a particular park, geographic area or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing, and always operating in the best interest of the community.

General Board of Director Rules:

- There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.