

DOGPAW
Board Member – Director, 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 tasks of the Director, Park Operations

- Direct and oversee the regular park maintenance functions performed by contractors, including mowing and 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 and at the storage unit (storage sheds, supplies, tools and equipment)
- Oversee and direct volunteer park managers
- Review parks' maintenance needs. Manage annual routine maintenance and unplanned repairs by both volunteers and contractors.
- Work with the Director of Volunteer Coordination to coordinate staffing for park maintenance events, employer sponsored volunteer work days, and use of corrections department labor. If needed sign off on corrections department paperwork. Define and assign responsibility for training. Give feedback to the Director of Volunteer Coordination on who were high-performing volunteers, who needs additional direction and who should be dropped from this volunteer function going forward.

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 your skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, include 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.