

JOB DESCRIPTION – BATHING BEACH CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as Put in Bay Village Bathing Beach Chair or designates responsibilities to vice chair, including enlisting volunteers, coordinating beach clean-up dates, determining volunteer assignments, procuring and providing provisions for volunteers, providing monthly reports to Garden Club President, communicating with Village administration, attending Put in Bay Village Council meetings, submitting receipts for reimbursement, and submitting report to Garden Club President.

NOTE: Put in Bay Village administration is responsible for weeding and raking the beach and raking the seaweed next to the shoreline.

SPECIFIC RESPONSIBILITIES

COORDINATES BEACH CLEAN-UP VOLUNTEERS and DATES

- Enlists volunteers
- Determines monthly (May through September) Beach Clean-up dates with the Garden Club President to assure coordination of dates

NOTE: Dates to be determined no later than the 15th of the month prior to clean-up date to assure inclusion of dates in monthly PIB Gazette Garden Club article prepared by the President

- Notifies Media Director of dates for inclusion in monthly email update, adding dates to Garden Club website and Facebook pages, and posting event flyers

COORDINATES BEACH CLEAN-UP ACTIVITIES

- Coordinates Beach Clean-up tasks for assignment to volunteers, including cutting back of ornamental grasses in fall or spring, maintaining raised flower beds, weeding sandy beach areas that cannot be reached by machinery operated by Put in Bay Village administration. *NOTE: Put in Bay Village administration is responsible for weeding and raking the beach and raking the seaweed next to the shoreline*
- Procures and provides buckets (from Garden Club Shed), garbage bags, and bottled water (as needed) to each Beach Clean-up

ADMINISTRATIVE DUTES

- Maintains list of Beach Clean-up volunteers via “sign-up” sheet at each Beach Clean-up and Garden Club meeting and forwards copy of list to Media Director to assure current email addresses for future communication to members and volunteers
- Submits monthly reports (May through September) to Garden Club President, noting issues and beach status
- Communicates with Put in Bay Village administration regarding the bathing beach, as discussed with Garden Club President
- Attends Put in Bay Village Council meetings regarding bathing beach issues, as discussed with Garden Club President
- Submits receipts, with prior authorization for purchase, to Treasurer for reimbursement