D: Desert Breeze community, Main job
Responsibilities
Desert Breeze Community Center
Main Job Responsibilities

MIKE
Program Supervisor
Budget
Training
Motivating
Ensuring CC Guiding Values & Principles

JULIE
Office Specialist

FRONT OFFICE
S.A.P.
RecWare Mgt
Acct. Recv.
Monthly Reports:
- EOB
- Dept Schol.
- Fit for Life

CHARLES
Recreation Spec. II

RECTREK
Payroll/Timesheet report
Staff Schedules
Fitness Room
RecTrek EOB

MOLLY
Recreation Spec. II

SPORTS
Teens on the Road
(Summer)
Adventure Rec Prog's

JEROME
Recreation Spec. II

FACILITY MGR.
Assist w/RecTrek
Community service wkrs
Room Reservation
Teen Programs
- L.O.T.F.
- Skate Prog.

TRISHA
Recreation Spec. I

CLASSES
Marketing/Center
promotions

SALLYE
Office Assistant

FRONT OFFICE
Senior Dimensions
AARP Liaison
Manage Deposit files
Monthly Reports:
- Fit for Life

COURTNEY
L.O.T.F. Liaison

L.O.T.F.
Communicate w/ vol.
Ice Packs
Program Part. Calls
Radio Distribution/RT

THEA/RUSSELL
Sr. RecTrek Prog Leader

RECTREK (summer)
Manage Swim Waivers
Daily Activity Distribution
Supervise Prog. Delivery
Monitor Staff Breaks

CHRISTIAN
Sports Assistant

SPORTS
Pre-gym set-up
Gym Supervision
Scoreboard set-up
Sport stats

TOM TANNER
Fitness Instructor

FITNESS

SUPPORT STAFF

eff: 5.2.06