

Jessie Lillibridge

From: Katelin Dorow
Sent: Sunday, April 28, 2019 11:59 AM
To: Jessie Lillibridge
Subject: Things to do

Dear Jessie,

Below is the list of things that I need to complete before the aquatic center opens and for summer recreation.

- Aquatic Center
 - Finding and completing a food safety course prior to the aquatic center opening
 - Hiring the balance of
 - Lifeguard Managers
 - Lifeguards
 - Attendants
 - Mini Golf Attendants (opens Sunday)
 - Make sure Aquatic Center and mini golf are cleaned and prepped before they open
 - Figuring out what needs to be ordered for the pool prior to opening (dummies, guard tubes, guard shirts and suits)
 - Checking to see if new pool furniture has been ordered, if not, take care of ordering
 - Planning for the
 - New hire lifeguard skills testing and interviews (May 4)
 - MFAC pre-season meeting (May 23)
 - MFAC at the pool meetings *Denise has schedule a two day in-service to go over what lifeguards and attendants need to know prior to the pool opening and going through many mock rescues so they are prepared for the season (May 29, 30)
 - Creating a schedule for the mini golf attendants prior to Mini-Golf opening May 5th
 - Figure out if any concessions have been ordered and what needs to be done to get ready for the season
 - Planning and staffing special school visits to pool/mini golf before regular season opens
- Recreation
 - Confirming and reserving fields for
 - MYBA
 - Jr Ships
 - MYBA All Stars
 - Confirming reservations that MYBA and Jr ship already had in Activenet and confirm with coaches
 - Reserving and scheduling our Rec softball games and additional practices they may want/need
 - Creating a schedule for umpires and score keepers
 - Making sure the diamonds have bases etc.
 - Communicate with Parks Dept. schedules for prepping diamonds
 - Ordering items for recreation activities, like softballs etc.
 - Planning for the
 - Men's league softball meeting (May 9)
 - Co-ed softball meeting (May 29)
 - Umpire meeting (May 11)
 - I also need to hire

- Umpires
- Score keepers
- Making sure that all of the recreation activities are staffed

This is currently my running list of things to do PRIOR to the pool opening and summer rec leagues. Each day we find more and more things that need to be completed.

Thanks,

Katelin Dorow