

Community Programming Coordinator Draft Schedule

Week End	Est. Hrs.	Rec Sport / Activities	Community Activity	Ongoing Programs and Services
7-Jan	8	Basketball		Activity Calendar and Social Media
14-Jan	8			Town Building and Facility Rental Scheduling
21-Jan	8			Volunteer Coordination
28-Jan	8			Board and Committee Coordination
4-Feb	8		Readfield U	Youth Sports Promotion
11-Feb	8			Senior Café
18-Feb	8	Winter Carnival / Ice Derby *		
25-Feb	8			
3-Mar	16	Baseball		
10-Mar	16	Softball		
17-Mar	16	T-Ball		
24-Mar	16	Easter Egg Hunt *		
31-Mar	16			
7-Apr	16			
14-Apr	24			
21-Apr	24			
28-Apr	24			
5-May	24			
12-May	24			
19-May	24			
26-May	24			
2-Jun	24	Beach Opening Prep		
9-Jun	24			
16-Jun	24			
23-Jun	40	Beach Open and Staffed Summer Programming Swim Lessons		
30-Jun	40			
7-Jul	40			
14-Jul	40			
21-Jul	40			
28-Jul	40			
4-Aug	40			
11-Aug	40			Heritage Days *
18-Aug	40			
25-Aug	40			
1-Sep	24	Soccer		
8-Sep	24			
15-Sep	16			
22-Sep	16			
29-Sep	16			
6-Oct	16			
13-Oct	16			
20-Oct	16			
27-Oct	16			
3-Nov	16	Trunk-or-Treat *		
10-Nov	8	Basketball		
17-Nov	8			Veteran's Day Events *
24-Nov	8			
1-Dec	8			
8-Dec	8			Holiday Celebrations *
15-Dec	8			
22-Dec	8			
29-Dec	8			

Half-Time 1040
 Scheduled 1040
 Difference 0

* Denotes a special 1-2 day activity

Community Programming Coordinator Time Study

Activity / Event	Support Function	Est. Hours	Notes	Rev. ?
Activity Calendar and Social Media	Keep Community Activities Calendar current, keep Social Media current	52	One hr. per week	1
Town Building and Facility Rental Scheduling	Assist Town Staff with facility rental management	24	Two hrs. per month	1
Volunteer Coordination	Help with volunteer recruitment and direction	24	Two hrs. per month	0
Board and Committee Coordination	Work w/ BCCs to develop programming and avoid overlap and conflict	36	Three hrs. per month	0
Youth Sports Promotion	Assist with advertising and promoting youth sports	24	Two hrs. per month	1
Youth Sports Management	Coordinate and implement Youth Sports programs	384	4 days per month avg.	1
Senior Café	Assist with programming and promotion	12	One hr. per month	0
Readfield U	Assist with programming, scheduling, and promotion	12	One hr. per month	0
Heritage Days	Coordinate and manage Heritage Days (vendors, groups, events, etc.)	56	Might be low-end of time...	1
Winter Carnival Ice Derby	Organize and implement the Winter Carnival and Ice Fishing Derby	24	Full day, plus planning	1
Easter Egg Hunt	Organize and implement the Easter Egg Hunt	8	Half-day, plus planning	0
Beach Staffed, open and close facility	Prepare for Beach operation and staffing, oversee summer season, close down	240	Heavy summer commitment, plus planning	1
Summer Programming	Coordinate and implement Summer Programming (adults and youth)	240	Heavy summer commitment, plus planning	1
Swim Lessons	Coordinate, implement, and supervise Swim Lessons	216	Heavy summer commitment, plus planning	1
Trunk-or-Treat	Organize and implement the Trunk-or-Treat	12	Half-day, plus planning	0
Veteran's Day Events	Coordinate and implement the Veteran's Day event and Parade	16	Half-day, plus planning	0
Holiday Celebrations	Assist with coordinating special Holiday events	8	Various support activities	0

Total Estimated Hours 1,388

Est. Revenue Generating 66%