**Title:** **Parks and Recreation Director**

**Term Renewed**: Odd Years

**Purpose:** To ensure the Island Lakes Community is maintained aesthetically.

**Role:** The Parks and Recreation Director is responsible for promoting and coordinating visual improvements to the Island Lakes community.

**Responsibilities:**

* Monitor the condition of the parks and recreation areas in Island Lakes and report issues to the ILRG Board and City of Winnipeg .
* Contact the City of Winnipeg to advise them of damaged or missing trees, shrubbery, or plants on city property.
* Report any issues with the city landscaping or lakes, such as weeds or algae.
* Report any issues with community garbage bins or collection.
* Report any issues with picnic shelters and play structures.
* Apply for grants to improve the beauty of the parks and green spaces (e.g. plant trees).
* Oversee the Adopt-A-Pot Program, and recruit committee members and volunteers.
* Answer questions or concerns of residents by phone or email.
* Hold committee meetings as required.
* Attend monthly Board meetings and provide a progress report.
* Prepare an annual report and present it at the Annual General Meeting.
* Participate in all ILRG community events.