

## **General Manager / Owner** job responsibilities at YouthField.Com

1. Recruit and train all employees ( for referees and maintenance)
2. Communicate with community service agencies for labor
3. Drive through the park weekly and make work list for repairs, upkeep, etc
4. Drop off and pick up equipment needed repair, rentals, etc
5. Organize all 15 buildings, keys, tools, etc
6. Maintain website. Forms, pictures, videos, etc
7. Marketing for posters, business cards, community speaking, first Friday, etc.
8. Call and schedule groups and hire (trained) referees for events.
9. Keep budget and expenses on written report each month
10. Meet and greet all customers on site (sign release, safety videos), give tours
11. Secure donations if necessary, to pay monthly bills and or debts.
12. Post regular social media marketing, etc.

## **Monthly Budget**

Mowing supplies (gas, twine, etc)	75
Mowing labor	200
Maintenance (misc hardware, supplies)	200
Website	20
Elect OGE	130
Water	25
Cameras (wifi or cellular)	100
<b>Total monthly Budget</b>	<b>750</b>