

March 29, 2022



Parks

—
Lenier A. Crawford
Parks Manager

CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT

*Lenier Crawford AFO
Parks and Recreation Manager*

2022 and Beyond





Parks

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Ultimately our goal is to have enough employees to effectively manage and facilitate all resources that the city's park programs provide. Parks and recreation agencies across the country provide a vital service to an ever-growing population. Operations and maintenance funding, staffing, access, dedicated funding sources all play a vital role in Pataskala's ability to able to provide high-quality amenities and services. As Pataskala grows more people are taking advantage of our parks and recreational programming. Pataskala takes great pride in providing these services to our citizens. It is our goal to continue to deliver quality park and recreation amenities and services to our community. This is the best way to facilitate growth and harness the demands that come with operating a well-run department.

Below, I am providing council members with an idea of the typical work week for the Parks Manager during the busy months of March -September.

March Typical Work Week

Task	Time Spent (Weekly)
Park Inspections/Document work completed	4 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	5 hours
Inspecting soccer fields post winter and prepping for youth soccer programs/select programs	10 hours
Equipment Maintenance/prep for mowing season/finalize plans for parks	5 hours
Aquatic Season Final Planning	2 hours
Recreation Program Administrative duties: Recreation emails ramp up	15 hours
Seasonal Recruiting and Hiring Process	5 Hours
Field Lining Prep work	2 hours
Total	50 Hours

April Typical Work Week



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Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	10 hours
Parks Maintenance Duties: Mowing and Turf Management/Soccer field work	20 Hours
Coordinate/Supervise Pool Managers	5 hours
Pre-Season Pool Operations Training Review (Licensed Instructor: creating lessons for each day and finalizing aquatic operations in prep for new employees)	5 Hours
Pre Pool opening list: Cleaning and working on pool prep to open and have water in the pool no later than the 2 nd Monday in May each year	10 Hours: Will work 2-3 half days on site to begin working on the lawn, drain water and begin pulling out furniture etc and more.
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	12 Hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 hours
Public Relations: Email/social media/resident communications	3 hours
Total	73 Hours



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May Typical Work Week

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	10 hours
Coordinate/Supervise Pool Managers on site	10 hours
Pre-Season Pool Operations Training (New employee training)	15 Hours
Pre-Pool Opening: Day to Day water checks and prepping facility for opening	
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	12 Hours: Weekends included
Parks Maintenance Duties: Mowing and Turf Management/Soccer field work	20 hours
Public Relations: Email/social media/resident communications	3 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	80 Hours

June Typical Work Week



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Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	20 hours: In 2021 there were stretches where I worked at the pool 7 days per week
In-Season Pool Operations Training (In-Services)	6 Hours: 4 hours required for each guard this time include lesson plan for each of the 4 days
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	8 Hours: Weekends included
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications	3 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	79 hours

July Typical Work Week



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Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	20 hours:
In-Season Pool Operations Training (In-Services)	6 Hours: 4 hours required for each guard this time include lesson plan for each of the 4 days
Admin/On site coordinator: Soccer program: Registration and Prep for Fall Season	6 Hours
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications	3 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	77 hours



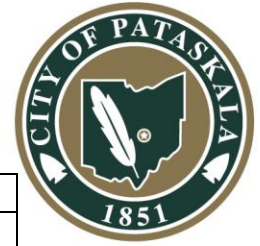
August Typical Work Week

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	20 hours:
In-Season Pool Operations Training (In-Services)	6 Hours: 4 hours required for each guard this time include lesson plan for each of the 4 days
Admin/On site coordinator: Soccer program Prep	5 Hours
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications: Recreation emails ramp up	10 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	83 hours

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September Typical Work Week



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Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	5 hours:
In-Season Pool Operations Training (In-Services)	2 Hours:
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	12 Hours: Weekends included
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications: Recreation emails ramp up	10 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	71 Hours

Lenier Crawford Parks Manager, AFO

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