

Parks and Recreation Department Task Guide

Budget

- Recreation Operating Budget
- Youth Center Operating Budget
- Capital Improvement Projects

Programs

- Develop
- Budget
- Schedule
- Promote
- Register
- Reconcile
- Hire staff
- Purchase
- Operate
- Payroll
- Evaluate

(See last page for programs)

Special Events

- Events at Mandt Park
 - Schedule
 - Manage contracts
- Junior Fair
- Coffee Days
- Shakespeare in the Park
- Second Swing Around
- Art Cart
- Shelter Reservations
- Racetrack Park Reservations

Park Development

- Work with Developers
- Development of New Parks and Trails
- West View Ridge Park Development
- Roby/ Page Parkland Development
- Memory Garden Development
- Norse Park Court Resurface
- Amundson Park Landfill
- Racetrack Park Shelter

River and Trails Task Force

- Riverbank Restoration
- River Clean Up

Pedestrian Bridge Project
Fish Cribs and Dock

Special Locations

Mandt Park Swimming Pool

Hiring
Payroll
Promotion
Purchasing
Training
Safety
Coordination of Maintenance
Collection

Concession Stand Management

Hiring
Payroll
Purchasing
Training
Collection

Disc Golf Course

Development
Coordination with Kiwanis Club
Coordination of Maintenance

Bike Track

Development
Fundraising
Safety
Coordination of Maintenance

Memory Garden

Work with Leadership Stoughton
City Funding
Purchasing
Contracting
Work with Memory Garden Committee

Trail System

Planning and Development
Fundraising
River Trail Clean Ups w/River and Trails Task Force

Youth Center

Budget
Policies
Fundraising
New Building
Programming
Staff Management

Discount Tickets

- Selection

- Sales

- Collection

- Reconciliation

Community Connections

- Special Needs Adults

 - Create Programming

 - Provide Youth Center as a gathering location

- Special Needs Youth

 - Work with Stoughton Schools needs for day location

- Special Olympics

 - Provide Locations

 - Provide Equipment for Activities

- Stoughton Area Youth Soccer

 - Connection for Use of City Parks

- Stoughton Lacrosse Club

 - Connection for Use of City parks

- Cummins Cricket

 - Coordinate Usage of Fields

- Stoughton Area Little League

 - Manage Contract for Fields

 - Manage Contract w/ Pleasant Springs

 - Schedule Facility Usage

 - Manage Contract for Concession Sales

 - Rainout Notification

- Stoughton Area Youth Softball

 - Manage Contract for Fields

 - Manage Contract with Schools for Fields

 - Schedule Facility Usage

 - Tournament Assistance

- Stoughton Storm Softball

 - Coordinate Usage of Fields

 - Tournament Assistance

- High School Girls Summer Softball

 - Coordinate Usage of Fields

- Stoughton Area Youth Baseball

 - Manage Contract w/ Pleasant Springs

 - Schedule Facility Usage

- Stoughton Baseball Improvement

 - Manage Contract with Schools for Facilities

- Stoughton Home Talent Baseball

 - Manage contract with schools for facilities

Stoughton Schools

- Provide spring baseball locations
- Deal with facility usage through contract
- Provide park projects for students

Town of Pleasant Springs

- Contract fields at Oak Knoll Park

Leadership Stoughton

- Create and Coordinate Projects
 - Victorian Garden
 - Roby/Page Parkland
 - Trail Mileage Markers
- Presentation to class about Volunteerism in Parks

Boy Scouts of America

- Create and Coordinate Eagle Scout Projects
 - Refurbish Veteran's Park Shelter
 - Fish Cribs
 - Bat Houses
 - Parks signs
 - Sign beautification at Mandt and East

Neighbors & Friends of Memory Garden

- City connection for future improvements to new park

Dane County Parks

- Plan connections of City trails to Madison

Dane County Human Services

- Apply for and maintain grant status for Youth Center

United Way

- Apply for and maintain grant status for Youth Center
- Handle fund raising for UW through the City of Stoughton
 - Born Learning Trail Project

2009 Program Schedule

Pre School Ages 2-Pre K

Little Tykes Gym Games
Little Tykes Backyard Games
MiniBall Soccer
Skating Instruction
Baseball T-ball
Dance Classes

Elementary Grades K-4

Skating Instruction
Baton
Wrestling
Baseball Camp
Softball Girls Pee Wee
Softball Camp
Tennis
Golf Clinic
Golf Playing Lessons
Dance Classes
Backyard Games
Survivor Challenges
Football Flag
Horsemanship
Fishing

Middle School Grades 5-8

Wii Olympics
Billiards
Skating Instruction
Golf Clinic
Golf Playing Lessons
Dance Classes
Basketball Late Night
Cooking Class
Softball Camp
Ski Club
Tennis
Horsemanship
Baseball Camp
Tennis Tournament

High School Grades 9-12

Basketball League
Basketball Late Night
Basketball 3 on 3
Football Flag
Volleyball Coed
Ski Club
Dodgeball
Tennis Tournament
Dance Classes
Horsemanship

Adults 18+

Softball Men's
Softball Women's
Softball Coed
Basketball Men's
Basketball Women's
Basketball 3 on 3
Volleyball Coed
Flag Football
Kickball Coed
Golf Lessons
Dodgeball
Dance Classes
Yoga
Basketball Shooting
Basketball Open Gym
Volleyball Open Gym

Adaptive

Dance
Cooking
Yoga
Scrapbooking
Water Aerobics
Art

Seniors 55+

Golf Lessons
Dance Classes
Yoga