

**2020-2021**

**RRCC Volunteer Checklist/Responsibilities**

<b>Recurring Responsibilities</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>
Open/close clubhouse	Daily	
Clean bathrooms/front room	Daily	
Clean grounds and beach	Daily	
Cut grass and weed around clubhouse, parking lot, tennis courts, basketball courts, boat area	Weekly, in season	
Clean Up Boat Area	Weekly	
Clean Up Horseshoe Pit Area	Weekly	
Schedule rentals	As needed	
Bartending/Stocking Bar	Weekly, Thursday nights	
Bartending/Stocking Bar	Weekly, Friday nights	
Bartending/Stocking Bar	Weekly, during member events	
Bartending/Stocking Bar	Weekly, during rentals	
Oversee Rentals	Weekly, during event, as needed	
Complete building check	After each rental	
Update Website	Weekly	
Send Correspondence Emails	Weekly/As needed	
Update Facebook Page	Weekly/As needed	

Spring Opening- Swim Lanes	Yearly, May	
Spring Opening- Clean up Property	Yearly, April	
Spring Opening- Health Dept. License	Yearly, May	
Spring Opening- Tiki Bar Clean Out	Yearly, April	
Fall Closing- Leaves	Yearly, November	
Fall Closing- Swim Lanes	Yearly, September	
Winter- Ensure Access	After Snowfall	
<b>Projects to be Completed</b>	<b>Priority</b>	<b>Person(s) Responsible</b>
Replace/Repair Swim Docks	High	
Replace/Repair Bridge	Medium	
Repair Tennis Courts, Surface	Medium	
Replace Refrigerator in Upstairs Storage Room	High	
Replace Flooring in Front Room	Medium	
Install Locks on Refrigerator- Tiki Bar	High	
Replace Shelf on Concession Window	High	