

**Sun City PRIDES
Saturday Squad Leader
Position Description**

Position Purpose: To coordinate the activities of the Saturday Squad.

Appointed by: Board of Directors

Length of Service: Open

Position Duties/Responsibilities:

1. Assess the community to determine a work plan for each Saturday morning.
 - a. Determine work hours each Saturday.
 - b. Notify the Email Coordinator, who notifies Sun City PRIDES members Of the weekend assignment.
 - c. Divide the workers if multiple areas need work on the same day.
 - d. Set out traffic cones when necessary to insure workers' safety.
2. Work with the Building & Equipment Manager regarding tools, equipment and vehicles.
 - a. Notify Building Manager of any vehicle concerns.
 - b. Notify Building Manager of any equipment concerns.
3. Provide backup for the Safety Officer. (BOARD PRESENTLY NEEDS TO APPOINT SAFETY OFFICER AND CREATE JOB DESCRIPTION.)
4. Based on factors such as weather, determine if Saturday work should be cancelled.

Approved 05/04/2024