

Chris Roust's Current JYC Workload

Category	Tasks	Skills
1 Update Lists of Members	<ul style="list-style-type: none"> - Review member list generated by financial software and new member applications for additions and deletions - Update main list of Active Members in alphabetical order (see 4 below) - Update Mailchimp (mass email) member list - Update Telefio (texting) member list - Update WuFoo (Dinner data collection) member list for dinner RSVPs - Update Google Sheet (dinner data collection) member list - Update Google Sheet (Social assignment) member list 	<ul style="list-style-type: none"> - MailChimp - Wufoo - Telefio - Google Sheets
2 Newsletters / Email Notices	<ul style="list-style-type: none"> - Find content on calendars, web searches, from Social and Monthly Dinner crews - Write/Update content - Schedule publication time & date - Forward email to list of people not able to receive MailChimp mass mailings - File past copies 	<ul style="list-style-type: none"> - MailChimp - Google Calendar - Google Sheets
3 Socials	<ul style="list-style-type: none"> - Assign volunteers to dates - Send emails and texts to confirm acceptance of assignments - Send emails or texts to volunteers to determine menus for newsletter - Send reminder texts for Socials - Update assignment master and upcoming spreadsheets 	<ul style="list-style-type: none"> - Google Sheets - Texting and email programs
4 Monthly Dinners	<ul style="list-style-type: none"> - Update Wufoo form for new month - Clear spreadsheet of RSVP entries for new month - Inform Dinner Chair of number coming 	<ul style="list-style-type: none"> - Wufoo - Telefio - automate.io - Google Sheets - Texting and email programs
5 Website	<ul style="list-style-type: none"> - Update WordPress themes, plugins, etc - Check that website backups are being completed - Review website for outdated material - Update content in WordPress editors - Prepare updated member list for use with 1, 2, & 3 	<ul style="list-style-type: none"> - WordPress - Google Sheets
6 Building Alarm / Automation	<ul style="list-style-type: none"> - Report intrusions to JPD - Change batteries as needed - Reprogram automations - Check status of sensors & locks nightly - Weekly change door and gas codes - Update door and gas code spreadsheet for Rental Manager 	<ul style="list-style-type: none"> - SmartThings - ActionTiles - Google Sheets - Arlo
7 Bar Manager	<ul style="list-style-type: none"> - Inventory, purchase and restock supplies - Maintain and set out Guest Book - Setup credit card station - Wash bar equipment - Update Bar Menu as needed 	<ul style="list-style-type: none"> - Word Processor
8 Building Supplies	<ul style="list-style-type: none"> - Weekly inventory paper products, cleaning supplies, trash bags, etc - Purchase products and stock them as appropriate 	<ul style="list-style-type: none"> - Spreadsheet software
9 Reciprocal Manager	<ul style="list-style-type: none"> - Yearly update club officers and JYC status on Yacht Destinations website 	<ul style="list-style-type: none"> - Internet browser
10 Burgee Manager	<ul style="list-style-type: none"> - Clean, rehang existing burgees - Research and photograph new burgees - Hang new burgees - Update burgee list for printing and website 	<ul style="list-style-type: none"> - Spreadsheet software - Internet browser
11 Building Maintenance	<ul style="list-style-type: none"> - Schedule fire extinguisher recharge, hood cleaning, boiler maintenance - Manage garbage, internet, and propane services - Manage janitorial and landscaping contracts - Schedule repairs to building equipment and other components - Open & close crawlspace vents seasonally - Inspect building components for needed repairs - Organize work parties for repairs, improvements, deep cleaning, painting, etc - Electronically admit contractors remotely into building for repairs and maintenance 	<ul style="list-style-type: none"> - SmartThings - Google Sheets