

OPERATIONS DIRECTOR EAST

FEBRUARY

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately

Employee Leave Requests (Human Resource Director)

Time Sheets (Fiscal Assistant)

Petty Cash (Executive Director)

In-Kind Calculations (Fiscal Assistant)

Health & Safety Checklists (Human Resource Assistant)

- Meetings:

Team Leader Meeting

Management Meeting

Administrative Team Meetings

Center Team Meetings

Office Meetings

RAPP Meeting (Reduce Adolescent Pregnancy Partners)

UCCAT Meeting (Umatilla County Coalition Against Tobacco)

UCCRUD Meeting (Umatilla County Coalition to Reduce Underage Drinking)

CCF Meeting (Umatilla County Commission on Children and Families)

Pendleton Chamber Luncheon Meeting

Pendleton School District Safety Meeting

Pendleton School District School Board Meeting

Budget Meeting

Staff Meeting

- Meet with Team Leaders Individually (as needed)
- Program Self Assessment

OPERATIONS DIRECTOR EAST

MARCH

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - In-Kind Calculations (Fiscal Assistant)
 - File Reviews (Human Resource Assistant)
 - Wallowa County Monitor (Human Resource Assistant)
 - Health & Safety Checklists (Human Resource Assistant)
- Meetings:
 - Team Leader meeting
 - Management Meeting
 - Administrative Team Meetings
 - Center Team Meetings
 - Office Meeting
 - Wallowa County Monitor
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton Chamber Luncheon Meeting
 - Pendleton School District Safety Meeting
 - Pendleton School Board Meeting
- Meet with Team Leaders Individually (as needed)
- Pendleton Chamber Leadership Class/Education Month Presentation

OPERATIONS DIRECTOR EAST

APRIL

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - In-Kind Calculations (Fiscal Assistant)
 - Health & Safety Checklists (Human Resource Assistant)
 - John Day Monitor (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Administrative Team Meetings
 - Management Meeting
 - Office Meeting
 - Center Team Meetings
 - Grant County Monitor
 - Pendleton Chamber Luncheon Meeting
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - Pendleton School District Safety Meeting
 - Pendleton School District School Board Meeting
 - Wellness Day
- Meet with Team Leaders Individually (as needed)
- Complete Program Inventory

OPERATIONS DIRECTOR EAST
MAY

- Complete Administrative Month End Report and Forward To Executive Director

- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)

 - Time Sheets (Fiscal Assistant)

 - Petty Cash (Executive Director)

 - In-Kind Calculations (Fiscal Assistant)

 - Health & Safety checklist (Human Resource Assistant)

 - File Reviews (Human Resource Assistant)

- Staff Performance Evaluations

- Meetings:
 - Team Leader Meeting
 - Administrative Team Meetings
 - Office Meeting
 - Center Team Meetings
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton School District Safety Meeting
 - Pendleton School District School Board Meeting

- Meet with Team Leaders Individually (as needed)
 - Coordinate Needed Maintenance at Each Center with Team Leaders and the Maintenance Supervisor

OPERATIONS DIRECTOR EAST

JUNE and JULY

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - File Review (July) (Human Resource Assistant)
 - Health & Safety Checklist (Human Resource Assistant)
 - In-Kind Calculations (Fiscal Assistant)
- Meetings:
 - Team Leader Meeting (when appropriate)
 - Administrative Team Meetings
 - Office Meeting (if needed)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - RAPP (June) (Reduce Adolescent Pregnancy Partners)
 - Pendleton Chamber Luncheon Meeting
 - Pendleton School District School Board Meeting
- Strategic Planning (July)
- Submit Orders for Materials Needed for East End Classrooms and Office (July)

OPERATIONS DIRECTOR EAST

AUGUST

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - In-Kind Calculations (Fiscal Assistant)
 - Health & Safety checklists (Human Resource Assistant)
 - Facility Monitors (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Management Meeting
 - New Staff Orientation
 - Administrative Team Meeting
 - Center Team Meeting
 - Office Meeting
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - Pendleton Chamber Luncheon Meeting
 - Pendleton School District School Board Meeting
- Meet with Team Leaders Individually (as needed)
- Establish Annual Calendars for Tracking Supervised Staff's Leave and Performance Evaluations
- Complete In-Kind Donation Form for Space and Mail for Signature Approval
- Ensure that Maintenance Staff Complete Summer Maintenance on East End
- PreServic

OPERATIONS DIRECTOR EAST

SEPTEMBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - In-Kind Calculations (Fiscal Assistant)
 - Wallowa County Monitor (Human Resource Assistant)
 - File Reviews (Human Resource Assistant)
 - Health & Safety Checklists (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Center Team Meeting
 - Administrative Team Meeting
 - Office Meeting
 - Parent Center Meeting
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children & Families)
 - Pendleton School District Safety Meeting
 - Pendleton School District School Board Meeting
- Meet with Team Leaders Individually (as needed)

OPERATIONS DIRECTOR EAST

OCTOBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - Health & Safety Checklist (Human Resource Assistant)
 - Grant County Monitor (Human Resource Assistant)
 - In-Kind Calculations (Fiscal Assistant)
- Meetings:
 - Team Leader Meeting
 - Management Meeting
 - Center Team Meeting
 - Administrative Team Meetings
 - Staff Meeting
 - Office Meeting
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton Chamber Luncheon Meeting
 - Pendleton School District Safety Meeting
 - Pendleton School District School Board Meeting
- Children's Day
- Meet with Team Leaders Individually (as needed)

OPERATIONS DIRECTOR EAST

NOVEMBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - In-Kind Calculations (Fiscal Assistant)
 - Health & Safety Checklists (Human Resource Assistant)
 - File Reviews (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Center Team Meeting
 - Administrative Team Meeting
 - Office Meeting
 - Pendleton Chamber Luncheon Meeting
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton School District Safety Meeting
 - Pendleton School District School Board Meeting
- Meet with Team Leaders Individually (as needed)

OPERATIONS DIRECTOR EAST

DECEMBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately

Employee Leave Requests (Human Resource Director)

Time Sheets (Fiscal Assistant)

Petty Cash (Executive Director)

In-Kind Calculations (Fiscal Assistant)

Wallowa County Monitor (Human Resource Assistant)

Health & Safety Checklists (Human Resource Assistant)

- Meetings

Team Leader Meeting

Management Meeting

Center Team Meeting

Administrative Team Meeting

Office Meeting

UCCAT (Umatilla County Coalition Against Tobacco)

UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)

CCF (Commission on Children and Families)

RAPP (Reduce Adolescent Pregnancy Partners)

Pendleton Chamber Luncheon Meeting

Pendleton School District Safety Meeting

Pendleton School District School Board Meeting

- Meet with Team Leaders Individually (as needed)

OPERATIONS DIRECTOR EAST

JANUARY

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Assistant)
 - Petty Cash (Executive Director)
 - In-Kind Calculations (Administrative Assistant)
 - John Day Monitor (Human Resource Assistant)
 - Health & Safety Checklist (Human Resource Assistant)
 - File Reviews (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Administrative Team Meetings
 - Center Team Meetings
 - Office Meetings
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton Chamber Luncheon Meeting
 - Pendleton School District Safety Meeting
 - Pendleton School District School Board Meeting
- Meet with Team Leaders Individually (as needed)
- Budget Requests
- Budget Meeting/Present Community Assessment
- Present Community Assessment

