



Agency Package Application



Please complete the following form. You can type directly in the gray squares and tab down to the next square.

AGENCY CONTACT NAME:

Phone:

Mailing address:

City:

State:

Zip:

Email address:

Fee Information

3-4 Candidates - \$235*/person

5-9 Candidates - \$220*/person

10-14 Candidates - \$205*/person

15-19 Candidate - \$190*/person

20+ Candidates - \$175*/person

Number of Candidates applying for CPRP exam x per person rate =

Number of Candidates applying for CPRE exam x per person rate +\$90 =

Optional study materials

Number of Study Guides (10% discount) x \$40.50**/study guide =

Number of CPRP Practice Exams (10% discount) x \$67.50/practice exam =

Number of Management of Park and Recreation Agencies Book (CPRE Preparatory Guide – 10% discount) x \$58.50**/book =

Total =

*Please add \$45 for each non-NRPA member

**Shipping and handling not included – invoice for fees will be created after distribution

Payment Information

Please make checks payable to: National Recreation and Park Association (NRPA)

Check **Credit Card:** Visa MasterCard American Express Discover

Credit Card Number:

Expiration Date:

CVV:

Name on Credit Card:

Billing Address:

Must be checked for credit card to be processed - I authorize the National Recreation and Park Association to charge the credit card indicated on this form, for the total listed above. This payment is for an Agency certification application. I understand that this amount is non-refundable. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated on this form.

Please send applications with credit card information to NRPA via fax at (703)858-0794 or applications with checks to: NRPA, 22377 Belmont Ridge Rd., Ashburn, VA 20148.

Agency Application Candidate List

Candidate Name [REDACTED]
Email Address [REDACTED]
Please Check Certification Examination <input type="checkbox"/> CPRP <input type="checkbox"/> CPRE <input type="checkbox"/> CPRP and CPRE (per person rate x2 + \$85)

Candidate Name [REDACTED]
Email Address [REDACTED]
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Agency Application Candidate List (continued)

Candidate Name [REDACTED]
Email Address [REDACTED]
Please Check Certification Examination <input type="checkbox"/> CPRP <input type="checkbox"/> CPRE <input type="checkbox"/> CPRP and CPRE (per person rate x2 + \$85)

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Email Address [REDACTED]
Please Check Certification Examination <input type="checkbox"/> CPRP <input type="checkbox"/> CPRE <input type="checkbox"/> CPRP and CPRE (per person rate x2 + \$85)

Candidate Name [REDACTED]
Email Address [REDACTED]
Please Check Certification Examination <input type="checkbox"/> CPRP <input type="checkbox"/> CPRE <input type="checkbox"/> CPRP and CPRE (per person rate x2 + \$85)



CPRP Applicant Eligibility Form

Each applicant for CPRP must complete this form

First Name: _____ MI: _____ Last Name: _____

Address (please circle-Work/Home) _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____

Proof of eligibility standards in the form of qualifying documentation is not required at the time of initial application; some applications will be randomly selected for audit to ensure the accuracy and validity of the data provided

Academic Education:

(Visit www.nrpa.org/cprp for a full list of eligibility standards, please include both Type of degree, and Major)

Degree Earned: _____

Institution: _____

City, State: _____

Degree Conferred Date: ____/____/____

(Visit www.nrpa.org/COAPRT to verify COAPRT accredited programs)

Work Experience:

All CPRP candidates must have met a standard set of competencies before sitting for the CPRP certification examination. All CPRP candidates must have experience in all areas listed below in the field of parks and recreation.

Work experience is defined by your employer. Alternatives to full-time employment include the following:

- **Part-time /Seasonal/Temporary Employment - 1 year of employment is equivalent to 6 months of full-time employment**
- **Seasonal/Temporary Employment - accepted as supplemental work experience only, in conjunction with 1 year full-time experience in a recreation, park resources, and leisure service position**
- **Consultants – experience should be accompanied by three letters of reference**

Please reference the CPRP Core Competencies for a detailed list of job tasks. Indicate your experience below:

Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Programming	Yes	No
Communication	Yes	No

Most Recent Qualifying Position:

Candidate Job Title: _____

Agency: _____

Agency Address/City/State: _____

Name & Title of Supervisor: _____ Phone: _____

Dates of Employment (M/Y) _____ to _____

Employment status:

Full-time _____ Part-time _____ Seasonal _____ Other (please identify): _____

Previous Qualifying Position(s):

Candidate Job Title: _____

Agency: _____

Agency Address/City/State: _____

Name & Title of Supervisor: _____ Phone: _____

Dates of Employment (M/Y) _____ to _____

Employment status:

Full-time _____ Part-time _____ Seasonal _____ Other (please identify): _____

Candidate Job Title: _____

Agency: _____

Agency Address/City/State: _____

Name & Title of Supervisor: _____ Phone: _____

Dates of Employment (M/Y) _____ to _____

Employment status:

Full-time _____ Part-time _____ Seasonal _____ Other (please identify): _____

Codes of Conduct, Disclosure and Attestation

- In submitting this application, I fully understand that this application does not guarantee certification.
- I agree to comply with all CPRP program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRP Candidate Handbook and supply further information as determined by the NRPA staff, the CPRP&E Certification Committee and/or the National Certification Board. I understand and attest that I will, now and in the future, adhere to the Code of Conduct as outlined in the CPRP&E Policy and Procedure Manual. I further understand that false information submitted will provide the basis for withdrawal of certification
- I understand the National Certification Board reserves the right to revise or update all policies, procedures, and the code of conduct related to the CPRP&E programs and that it is my responsibility to be aware of these current requirements. I further understand that it is my responsibility to provide any requested documentation in connection with this application.
- I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute a warranty or guarantee of my fitness or competency to practice as a park and recreation professional.
- I understand and agree that the National Certification Board and NRPA may also use anonymous and aggregate application and examination data for statistical and research purposes. I authorize NRPA and the National Certification Board to release my contact information and current certification status to appropriate park and recreation leadership, the media, and the general public.

NRPA offers a complete list of certified professionals (name, city, state and email) through our online certification registry.

This information is public information, if you do not wish to have your email posted on the registry please check this box

Applicant Signature: _____ Date: ____/____/____

***Please return this form to certification@nrpa.org or:
National Recreation and Park Association
22377 Belmont Ridge Rd
Ashburn, VA 20148
1(800)626-6772***

Certified Park and Recreation Professional (CPRP) Core Competencies:

(Qualifying Candidates must have experience with one or more job task under each core competency to qualify)

Finance

- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Purchase supplies, equipment, and services for program activities
- Prepare requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Research sources of alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Conduct cost recovery analysis for a specific area in order to recommend fee schedules
- Manage area specific contracts
- Develop and implement fee collection procedures
- Recommend fee schedules & policies
- Communicate budget needs to supervisor
- Prepare budget for areas of responsibility
- Operate within an existing budget
- Initiate the bid process for commodities and capital acquisitions and improvements (e.g., obtain and approve specifications for RFPs and requisitions, comply with purchasing requirements)
- Prepare financial analyses and reports (e.g., reconciliation of revenues, cost recovery analysis, budget justification, trend analysis)

Human Resources

- Develop job descriptions
- Recruit candidates for seasonal/part time employment & contracts
- Review candidate applications for seasonal/part time employment & contracts
- Select and recommend candidates for seasonal/part time employees & contractors
- Interview candidates for seasonal/part time employment & contracts
- Conduct training for seasonal/part time employees & contractors
- Design and conduct training for staff, board members, advocacy groups, sports officials, volunteers, etc.
- Develop work schedules for seasonal/part time employees & contractors
- Supervise/manage seasonal/part time employees & independent contractors
- Evaluate seasonal/part time employee performance (e.g., develop goals, recommendations, work plans)
- Administer disciplinary action (other than termination) for seasonal/part time employees & contractors
- Make recommendations for retention, renewal, dismissal, or termination of seasonal/part time employees & contractors
- Manage volunteers (recruits, retention, schedules, evaluates, recognition)
- Conduct hiring process for new employees (recruit, review applications, interview, hire)
- Enforce the policies and procedures of the human resources department or union
- Evaluate personnel performance (e.g., develop goals, recommendations, work plans)
- Manage time cards, payroll, and/or employee records
- Perform personnel actions (e.g., disciplinary actions, coaching, recognitions, terminating, grievances)
- Supervise interns and employees

Operations

- Manage contract agreements with independent contractors
- Conduct assessment of specific programs, areas, products, services
- Conduct inventories of assets, equipment, and supplies
- Conduct inventories of programs (internal and external) being offered
- Establish relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations, advocacy/friends groups)
- Collaborate with related organizations (e.g., leagues, school districts, other districts/departments, state and federal environmental/natural resource agencies, state affiliates, professional associations)
- Follow energy efficient and environmentally friendly procedures (e.g., disposal methods, purchasing of efficient supplies, Green initiatives, LEED, recycling)
- Implement maintenance standards (e.g., perform or request troubleshooting, routine maintenance, preventative maintenance, repairs or replacement)
- Stay current with changes in applicable regulatory agency policies
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- Provide direct supervision of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Provide input for updating standard operating procedures/manuals
- Provide reasonable accessibility accommodations
- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Develop standard operating procedures/manuals
- Compile information to defend agency in the event of accidents
- Enforce code of conduct for facility users and program participants, coaches, and staff
- Develop emergency management plan
- Respond to emergencies (incidents, first aid, CPR, etc.)
- Develop risk management, safety, security plans, policies and procedures
- Implement risk management, safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre- and post-opening inspections)
- Develop plan to accommodate participants with disabilities
- Provide customer service, both internal and external
- Manage customer relationships (e.g., service recovery, recognition, retention)
- Manage properties (e.g., parks, facilities, areas)
- Monitor capital improvements (e.g., renovations, building new facilities)
- Provide input regarding capital improvements based on operational needs
- Analyze trends and best practices
- Identify needs for new facilities, services, and capital improvements
- Develop and recommend agency specific policies, regulations, codes, laws, rules, etc.
- Ensure agency compliance with national, state, and local laws and regulations

Programming

- Create recreation programming
- Supervise recreation programming
- Comply with reporting requirements for programs (statistics)
- Develop program purpose, goals, and objectives for a variety of age groups
- Develop schedules for leagues, programs, and facilities
- Evaluate participant satisfaction, program outcomes
- Identify resources available for programming
- Adjust programming as needed based on available resources (location, staffing, supplies, safety)
- Maintain customer relationships (e.g., respond to customer concerns, requests for information)
- Market programs (e.g., advertising, promotional pieces, news releases, brochures, web site content, social networking)
- Perform group and individual participant assessments
- Prepare programs and special events (e.g., content, lesson plans, activities, format)
- Provide direct leadership of recreation activities (facilitate programs)
- Recruit & retain customers/participants
- Develop comprehensive program plan

Communication

- Promote the benefits of specific programs and services to the community
- Provide education regarding the value and benefits of parks and recreation (e.g., for staff, the public, commissions, stakeholders, policy makers, etc.)
- Solicit public support for the mission and goals of the organization (e.g., formation/support of friends groups)
- Collect public input regarding policies (e.g., addressing constituent comments, public hearings, focus groups, surveys)
- Communicate organization's vision and mission to personnel and stakeholders
- Collaborate with external groups, committees, advisory boards, agencies, and councils
- Promote the organization through marketing and branding
- Formalize relationships with outside community organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Advocate on behalf of the organization to public and media
- Follow the organization's internal chain of communication
- Foster internal and external departmental relationships
- Provide input for reports (e.g., annual, strategic plan, budget)
- Disseminate organization reports (e.g., annual report, financial reports, statistical data, project updates)
- Communicate financial policies, philosophies, and budget status to subordinates (e.g., cost recovery analysis philosophy, budget update reports)
- Convey to seasonal/part time employees the importance of advocacy for the parks and recreation
- Develop marketing strategic plan (e.g., press releases, advertising, presentations)
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)



CPRE Applicant Eligibility Form

Each applicant for the CPRE must complete this form

First Name: _____ MI: _____ Last Name: _____

Address (please circle-Work/Home) _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____

Proof of eligibility standards in the form of qualifying documentation is not required at the time of initial application; some applications will be randomly selected for audit to ensure the accuracy and validity of the data provided

Academic Education:

(Visit www.nrpa.org/cpre for a full list of eligibility standards)

Degree Earned: _____

Institution: _____

City, State: _____

Degree Conferred Date: ____/____/____

(Visit www.nrpa.org/COAPRT to verify COAPRT accredited programs)

Work Experience:

All CPRE candidates must have met a standard set of competencies before sitting for the CPRE certification examination. All CPRE candidates must have experience in all areas listed below in the field of parks and recreation.

Work experience is defined by your employer. Alternatives to full-time employment include the following:

- ***Part-time Employment - 1 year of employment is equivalent to 6 months of full-time employment***
- ***Consultants – experience should be accompanied by three letters of reference***

****Seasonal/temporary work not accepted***

Please reference the CPRE Core Competencies for a detailed list of job tasks. All CPRE candidates must have experience in the areas listed below at a middle manager or higher level. Indicate your experience below:

Communication	Yes	No
Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Planning & Policy	Yes	No

Most Recent Qualifying Position:

Candidate Job Title: _____

Agency: _____

Agency Address/City/State: _____

Name & Title of Supervisor: _____ Phone: _____

Dates of Employment (M/Y) _____ to _____

Employment status:

Full-time _____ Part-time _____ Seasonal _____ Other (please identify): _____

Previous Qualifying Position(s):

Candidate Job Title: _____

Agency: _____

Agency Address/City/State: _____

Name & Title of Supervisor: _____ Phone: _____

Dates of Employment (M/Y) _____ to _____

Employment status:

Full-time _____ Part-time _____ Seasonal _____ Other (please identify): _____

Candidate Job Title: _____

Agency: _____

Agency Address/City/State: _____

Name & Title of Supervisor: _____ Phone: _____

Dates of Employment (M/Y) _____ to _____

Employment status:

Full-time _____ Part-time _____ Seasonal _____ Other (please identify): _____

Codes of Conduct, Disclosure and Attestation

- In submitting this application, I fully understand that this application does not guarantee certification.
- I agree to comply with all CPRP program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRP Candidate Handbook and supply further information as determined by the NRPA staff, the CPRP&E Certification Committee and/or the National Certification Board. I understand and attest that I will, now and in the future, adhere to the Code of Conduct as outlined in the CPRP&E Policy and Procedure Manual. I further understand that false information submitted will provide the basis for withdrawal of certification
- I understand the National Certification Board reserves the right to revise or update all policies, procedures, and the code of conduct related to the CPRP&E programs and that it is my responsibility to be aware of these current requirements. I further understand that it is my responsibility to provide any requested documentation in connection with this application.
- I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute a warranty or guarantee of my fitness or competency to practice as a park and recreation professional.
- I understand and agree that the National Certification Board and NRPA may also use anonymous and aggregate application and examination data for statistical and research purposes. I authorize NRPA and the National Certification Board to release my contact information and current certification status to appropriate park and recreation leadership, the media, and the general public.

NRPA offers a complete list of certified professionals (name, city, state and email) through our online certification registry.

This information is public information, if you do not wish to have your email posted on the registry please check this box

Applicant Signature: _____ Date: ____/____/____

***Please return this form to certification@nrpa.org or:
National Recreation and Park Association
22377 Belmont Ridge Rd
Ashburn, VA 20148
1(800)626-6772***

Certified Park and Recreation Executive (CPRE) Core Competencies:

(Qualifying Candidates must have experience with one or more job task under each core competency to qualify)

Communication

- Promote the benefits of specific programs and services to the community
- Provide education regarding the value and benefits of parks and recreation (e.g., for staff, the public, commissions stakeholders, policy makers, etc.)
- Solicit public support for the mission and goals of the organization (e.g., formation/support of friends groups)
- Collect public input regarding policies (e.g., addressing constituent comments, public hearings, focus groups, surveys)
- Communicate organization's vision and mission to personnel and stakeholders
- Collaborate with external groups, committees, advisory boards, agencies, and councils
- Promote the organization through marketing and branding
- Formalize relationships with outside community organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Advocate on behalf of the organization to public and media
- Advocate for public support of the organization (e.g., initiatives to advance the profession, need for funding)
- Follow the organization's internal chain of communication
- Foster internal and external departmental relationships
- Provide input for reports (e.g., annual, strategic plan, budget)
- Disseminate organization reports (e.g., annual report, financial reports, statistical data, project updates)
- Communicate financial policies, philosophies, and budget status to subordinates (e.g., cost recovery analysis philosophy, budget update reports)
- Develop marketing strategic plan, e.g., press releases, advertising, presentations
- Communicate with elected officials, legislative boards, commissions (e.g., navigating the political environment, lobbying, advocating for policies)
- Maintain customer relationships (e.g., respond to customer concerns, requests for information)

Finance

- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Prepare requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Research sources of alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Seek and develop additional revenue sources (e.g., bond issues, trust funds, endowments, foundations, investment funds, new concessions or business opportunities, state, federal, or private grants)
- Conduct cost recovery analysis for a specific area in order to recommend fee schedules
- Manage area specific contracts
- Administer asset management protocol
- Develop and implement fee collection procedures
- Recommend fee schedules & policies
- Establish fee schedules & policies or philosophies
- Develop a program budget
- Develop and administer comprehensive agency budget (e.g., monitoring revenues and expenditures, allocating funds)
- Communicate budget needs to supervisor
- Operate within an existing budget
- Prepare budget for areas of responsibility
- Manage budget for areas of responsibility
- Develop and/or finalize contracts and lease agreements (e.g., MOUs, Cooperative Endeavor Agreements, Joint Use Agreements, RFPs, etc.)
- Initiate the bid process for commodities and capital acquisitions and improvements (e.g., obtain and approve specifications for RFPs and requisitions, comply with purchasing requirements)
- Prepare financial analyses and reports (e.g., reconciliation of revenues, cost recovery analysis, budget justification, trend analysis)

Human Resources

- Develop & approve job descriptions
- Conduct hiring process for new employees (recruit, review applications, interview, hire)
- Design and conduct training for staff, board members, advocacy groups, volunteers
- Enforce the policies and procedures of the human resources department or union
- Evaluate personnel performance (e.g. develop goals, recommendations, work plans)
- Manage time cards, payroll, and/or employee records
- Perform personnel actions (e.g. disciplinary actions, coaching, recognitions, terminating, grievances)
- Supervise interns and employees
- Determine pay levels for subordinate staff within organization
- Manage employee resources (e.g., employee assistance, grievances, benefits, performance coaching, career development, staff allocation)
- Monitor labor relations (e.g., meet with labor organizations such as unions or HR departments/divisions)

Operations

- Manage contract agreements with independent contractors
- Conduct assessment of specific programs, areas, products, services
- Establish relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations, advocacy/friends groups)
- Collaborate with related organizations (e.g., leagues, school districts, other districts/departments, state and federal environmental/natural resource agencies, state affiliates, professional associations)
- Develop energy efficient and environmentally friendly procedures (e.g., disposal methods, purchasing of efficient supplies, Green initiatives, LEED, recycling)
- Implement maintenance standards (e.g., perform or request troubleshooting, routine maintenance, preventative maintenance, repairs or replacement)
- Stay current with changes in applicable regulatory agency policies
- Implement policies & procedures, health codes, OSHA, ADA
- Provide input for updating standard operating procedures/manuals
- Provide reasonable accessibility accommodations
- Review site plans, bid specifications, and maps
- Analyze operating data (e.g. attendance, revenue, expenditures, maintenance, marketing)
- Develop standard operating procedures/manuals
- Compile information to defend agency in the event of accidents
- Enforce code of conduct for facility users and program participants, coaches, and staff
- Develop emergency management plan
- Develop risk management, safety, security plans, policies and procedures
- Implement risk management, safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre- and post-opening inspections)
- Develop plan to accommodate participants with disabilities
- Provide customer service, both internal and external
- Manage customer relationships (e.g., service recovery, recognition, retention)
- Manage properties (e.g. parks, facilities, areas)
- Monitor capital improvements (e.g. renovations, building new facilities)
- Provide input regarding capital improvements based on operational needs
- Evaluate participant satisfaction, program outcomes

Planning & Policy

- **Analyze trends and best practices**
- **Assist with development of emergency management plan**
- **Collect public input (e.g. public hearings, focus groups, surveys)**
- **Develop a plan to include participants with disabilities**
- **Develop a comprehensive program plan**
- **Identify needs for new facilities, services, and capital improvements**
- **Provide input/updates for agency strategic/master plan (e.g. area specific work plan)**
- **Administer capital improvement plan**
- **Identify methods for land or other property acquisitions (e.g., conservation or other easements, fee simple, cooperative ventures or purchases, park dedication ordinances, copyright and patent, bonds)**
- **Propose land or property acquisitions for future development**
- **Participate in research with outside agencies and institutions (e.g., trend analysis, technology, social needs, benchmarks, cooperative agreements)**
- **Develop and administer risk management, safety, security plans**
- **Develop and administer the agency strategic/master plan**
- **Develop and implement emergency management plan**
- **Oversee and administer capital improvement plan**
- **Participate in planning to ensure park development, intermodal access, environmental quality**
- **Participate in research through cooperative agreements or contracts with academic or private institutions (e.g., trend analysis, technology, social needs, benchmarks)**
- **Support sustainable economic development (e.g., environmental conservation, tourism, attracting business, improving property values, attracting residents)**
- **Define organizational structure and adjust structure to address changing needs and trends**
- **Develop and present proposals, budgets, and justifications to policy makers**
- **Develop and recommend agency specific policies, regulations, codes, laws, rules, etc.**
- **Ensure agency compliance with national, state, and local laws and regulations**
- **Establish vision and mission for the organization**
- **Develop energy efficient and environmentally friendly policies (e.g., disposal methods, purchasing of efficient supplies, Green initiatives, LEED, recycling)**