

CPRE Candidate Name \_\_\_\_\_

## CERTIFIED PARK AND RECREATION EXECUTIVE (CPRE) WORK EXPERIENCE FORM

**The CPRE Work Experience form must be completed and signed by a supervisor or a human resources/personnel official.**

The form was created to ensure all CPRE candidates have met a standard set of competencies before sitting for the CPRE certification examination. All CPRE candidates must have experience in the areas listed below at a **middle manager or higher level**, please keep this in mind when you complete the form. The experience must also be full-time professional experience.\*

*\*Full-time experience/employment is defined as working 32 to 40 hours per week in a recreation, parks resources, and leisure services position. Part-time, seasonal, temporary, or consulting is not accepted.*

Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_

Agency Address/City/State: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates of Employment (M/Y): \_\_\_\_\_ to \_\_\_\_\_

Employment status: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Other (please identify): \_\_\_\_\_

The CPRE candidate listed above was responsible for the completing job task(s), at a middle manager or higher level, listed in the competency areas below while employed with the agency I represent (please see the following page for a list of acceptable job tasks in each competency area).

Communication Yes No

Finance Yes No

Human Resources Yes No

Operations Yes No

Planning Yes No

By signing, I certify that all the information given in this application is true and correct to the best of my knowledge. I further understand that false representation relative to any information will provide the basis for withdrawal of certification.

Signature of Supervisor completing this form: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# **CERTIFIED PARK AND RECREATION EXECUTIVE (CPRE) COMPETENCIES**

## **Responsibilities in Communication:**

- Collaborate with external groups, committees, advisory boards, and councils
- Formalize relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Develop marketing strategic plan (e.g., press releases, advertising, presentations)
- Foster internal/external departmental relationships
- Provide input for reports
- Communicate organization's vision and mission to personnel and stakeholders

## **Responsibilities in Finance:**

- Research, provide input, or prepare requests for 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
- Prepare and manage budget for areas of responsibility

## **Responsibilities in Human Resources:**

- Perform personnel actions(e.g., disciplinary actions, coaching, recognitions, terminating, grievances)
- Develop job descriptions
- Evaluate personnel performance (e.g., develop goals, recommendations, work plans)
- Design and conduct training for staff, board members, advocacy groups, volunteers
- Enforce HR/Union policies and procedures
- Supervise interns and field workers (e.g., coach, mentor, evaluate)
- Manage time cards, payroll and/or employee records
- Conduct hiring process for new employees (e.g., recruitment, reviewing applications, interviewing, hiring)

## **Responsibilities in Operations:**

- Enforce participant Code of Conduct
- Manage properties (e.g., parks, facilities, areas)
- Monitor capital improvements (e.g., renovations, building new facilities)
- Implement emergency management plan
- Conduct inventories of programs (internal and external) being offered
- Manage customer relationships (e.g., service recovery, recognition, retention)
- Provide input for risk management, safety, security plans, policies and procedures
- Collect input and update standard operating procedures/manuals
- Compile adequate information to defend agency in the event of accidents, risk management context
- Develop energy efficient and environmentally friendly procedures (e.g., disposal methods, purchasing of efficient supplies, Green initiatives, LEED, recycling)
- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Implement plan to include participants with disabilities

## **Responsibilities in Planning:**

- Assist with development of emergency management plan
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)
- Identify needs for new facilities, services, and capital improvements
- Analyze trends and best practices
- Develop comprehensive program plan
- Collect public input (e.g., public hearings, focus groups, surveys)
- Develop a plan to include participants with disabilities