

CERTIFIED PARK AND RECREATION PROFESSIONAL (CPRP) WORK EXPERIENCE

The CPRP work experience form must be completed and signed by a supervisor or a human resources/personnel official.

This form was created to ensure all CPRP candidates have met a standard set of competencies before sitting for the CPRP certification examination. All CPRP candidates must have experience in the areas listed below in the field of parks and recreation. All experience must equal years of full time professional experience.*

* *Full-time experience/employment shall be defined by the following characteristics:*

- *32 to 40 hours per week in a recreation, parks resources, and leisure services position; or*
- *working in the field as a primary source of income; and*
- *working one year part time (20 hours or more) = 6 months full time.*

Seasonal, temporary, or consulting not accepted.

CPRP Candidate Name _____

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): _____

The CPRP candidate listed above is/was responsible for completing job task(s) listed in the competency areas below while employed with the agency I represent. Please see the following pages for a list of acceptable job tasks in each competency area.

Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Programming	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 _____

This page may be reproduced as needed.

CERTIFIED PARK AND RECREATION PROFESSIONAL (CPRP) COMPETENCIES

Finance - 11%

- Purchase supplies, equipment and services for program activities
- Operate within an existing budget
- Prepare program/event budget
- Research, provide input, or prepare requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)

Human Resources - 23%

- Provide training to others (e.g., sports officials, volunteers, seasonal/part time/contract employees)
 - Communicate the organization mission, values, and culture
- Manages volunteers (recruits, retention, schedules, evaluates, recognition)
- Recruit candidates for seasonal/part time/contract employment
- Review candidate applications for seasonal/part time/contract employment
- Interview candidates for seasonal/part time/contract employment
- Select and recommend candidates for seasonal/part time/contract employment
- Supervise seasonal/part time/contract employees
 - Conduct performance appraisals
- Develops work schedules for seasonal/part time/contract employees
- Administers disciplinary action (other than termination) for seasonal/part time/contract employees
- Make recommendations for retention, renewal, dismissal, or termination of seasonal/part time/contract employees

Operations - 33%

- Provide input regarding capital improvements based on operational needs
 - Identify comprehensive plan
 - Identify master plan
 - Identify strategic plan
- Assists with monitoring work of contractors, concessionaires
- Provides customer service, both internal and external
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- 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)
- Read or review site plans, maps
- Provide direct supervision of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Implements risk management safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre- and post-opening inspections)
- Implements policies & procedures, health codes, OSHA, ADA
- Provides reasonable accommodations for specific cases
- Responding to emergencies (incidents, first aid, CPR, etc.)
- Conducts inventories of assets, equipment, and supplies
- Provide input for updating standard operating procedures/manuals
- Establishing relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations, advocacy/friends groups)
- Network with related organizations (e.g., other districts/departments, state affiliates, professional associations)
- Conduct needs assessment for specific programs, areas, products, services

Programming- 33%

- Creation/supervision of recreation programming
- Provide direct leadership of recreation activities (facilitate programs)
- Identify resources available for programming, adjusting as necessary (location, staffing, supplies, safety)
- Understands how to work with a variety of age groups
- Market programs (e.g., advertising, promotional pieces, news releases, brochures, web site content, social networking)
- Develop program purpose, goals and objectives
- Evaluates participant satisfaction, program outcomes
- Perform group and individual participant assessments
- Develop individualized plans for participants
- Recruit & retain customers/participants
- Maintain customer relationships (e.g., respond to customer concerns, requests for information)
- Develops schedules for leagues, programs and facilities
- Prepares programs and special events (e.g., content, lesson plans, activities, format)
- Complies with reporting requirements for programs (statistics)