



NATIONAL  
RECREATION AND PARK  
ASSOCIATION

**CERTIFIED PARK AND RECREATION  
PROFESSIONAL (CPRP) WORK  
EXPERIENCE**

Upload to our secure Dropbox at <https://nrpa.leapfile.net>  
Or mail to:  
National Recreation and Park Association  
PO Box 5007  
Merrifield, VA 22116-5007



**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 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*

**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 |
| Communication   | 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 \_\_\_\_\_

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## **CERTIFIED PARK AND RECREATION PROFESSIONAL (CPRP) COMPETENCIES**

### **Communication (25 %)**

- Promote and advocate for the benefits of parks and recreation to internal and external stakeholders
- Solicit public support for the mission and goals of the organization (e.g., formation/support of friends' groups)
- Facilitate staff and public input opportunities (e.g., addressing constituent comments, public hearings, focus groups, surveys)
- Communicate organization's vision and mission to personnel and stakeholders
- Foster internal and external departmental relationships
- Communicate with elected officials, legislative boards, commissions, committees, advisory boards, agencies, and councils.
- Collaborate with outside community organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Follow the organization's internal chain of communication
- Provide input for reports (e.g., annual, strategic plan, project updates)
- Implement / follow the marketing plan (e.g., press releases, advertising, presentations, social media)
- Implement diverse and inclusive communication approaches based on community demographics (e.g., literacy, language, imagery, accessibility, technology)
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)

### **Finance (10%)**

- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Research and recommend requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Collect, compile, and compare cost data from like agencies
- Operate within an existing budget (e.g., purchasing, staffing, tracking)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Develop and manage a budget for an area, program, project, or facility (e.g., general fund, enterprise fund, maintenance)



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**Human Resources (10%)**

- Contribute to the development of job descriptions
- Implement equitable and inclusive processes when recruiting, selecting, and recommending candidates for seasonal/part time employee and contractor positions
- Design and conduct trainings (e.g., staff, board members, advocacy groups, sports officials, volunteers)
- Supervise personnel & independent contractors
- Make recommendations for retention, renewal, dismissal, or termination of personnel and independent contractors
- Supervise and manage volunteers (recruit, retention, schedule, evaluate, recognition)

**Operations (30%)**

- Conduct assessment of specific programs, areas, products, services
- Recommend and implement 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, inspections, routine maintenance, preventative maintenance, repairs or replacement)
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- Provide supervision over operations of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Reinforce code of conduct for facility users and program participants, coaches, and staff
- Provide reasonable accessibility accommodations
- Collect support documentation regarding accidents and incidents
- Follow emergency plan procedures, and respond to emergencies (e.g., first aid, CPR)
- Provide customer service, both internal and external
- Provide input regarding new facilities, services, and capital improvements based on operational needs
- Identify needs and promote equitable access and distribution of resources across the community
- Comply with community codes and ordinances
- Provide input for updating standard operating procedures/manuals



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**Operations continued**

- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Implement risk management, safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre and post opening inspections)
- Manage customer relationships (e.g., customer concerns, service recovery, recognition, retention)
- Manage properties (e.g., parks, facilities, athletic fields, areas, beaches, trails, cemeteries)

**Programming (25%)**

- Create and maintain inventory of community programs (internal and external)
- Create and supervise diverse, equitable, and inclusive programs (e.g., recreational, aquatic, sport, interpretive, therapeutic, environmental, cultural)
- Comply with reporting requirements for programs (statistics)
- Develop purpose, goals, and objectives for a variety of programs
- Collaborate with internal and external partners to develop comprehensive programming
- Evaluate participant satisfaction and program outcomes
- Identify resources available for programming
- Prepare programs and special events (e.g., content, lesson plans, activities, format, contracts)
- Provide direct leadership of recreation activities (facilitate programs)