

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 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

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)