



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Gail Reinfeld, (954) 797-1020

TITLE OF AGENDA ITEM: A resolution of the Town of Davie, Florida, retitling Day Camp Counselor to Counselor and Day Camp Supervisor to Program Supervisor, creating the class specifications for Junior Counselor, Counselor, Activities Leader and Program Supervisor to be in accordance with the Americans with Disabilities Act and revising the Non-Classified pay plan.

REPORT IN BRIEF: The Parks and Recreation Department requested that their summer, winter and spring break and school-off day positions be reviewed because they have been having problems recruiting and retaining qualified candidates. DMG-Maximus (DMG) conducted the review and recommended retitling the class specification of Day Camp Counselor to Counselor and Day Camp Supervisor to Program Supervisor, creating the class specifications of Junior Counselor, Counselor, Activities Leader and Program Supervisor. Additionally, DMG recommended a progression in pay for returning summer camp employees based on years of service.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: The Parks and Recreation Department and the Human Resources Division agree with DMG-Maximus' recommendations.

FISCAL IMPACT:

Has request been budgeted? No, will transfer monies from existing Parks & Recreation budget and grants

If yes, expected cost: Approximately \$20,000 in additional salaries

Account Name: Salaries

RECOMMENDATION(S): Motion to approve the Resolution

Attachment(s): Resolution, Parks and Recreation Memo, DMG-Maximus Correspondence, Class Specifications and Revised Non-Classified Pay Plan.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, RETITLING DAY CAMP COUNSELOR TO COUNSELOR AND DAY CAMP SUPERVISOR TO PROGRAM SUPERVISOR, CREATING THE CLASS SPECIFICATIONS FOR JUNIOR COUNSELOR, COUNSELOR, ACTIVITIES LEADER AND PROGRAM SUPERVISOR TO BE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND REVISING THE NON-CLASSIFIED PAY PLAN.

WHEREAS, the Town of Davie retained DMG-Maximus to review summer, winter and spring break and school-offcamp positions; and

WHEREAS, DMG-Maximus recommended Day Camp Counselor to be retitled to Counselor and Day Camp Supervisor to Program Supervisor, and the class specifications of Junior Counselor, Camp Counselor, Activities Leader, and Program Supervisor be created to be in accordance with the Americans With Disabilities Act; and,

WHEREAS, DMG-Maximus recommended the class specification of Junior Counselor be assigned to pay grade 901, class specification of Counselor be assigned to pay grade 907, class specification of Activities Leader be assigned to pay grade 908, and the class specification of Program Supervisor be assigned to pay grade 910, in the Non-Classified Pay and Classification Plan; and

WHEREAS, DMG-Maximus recommended a progression in pay for returning summer camp employees based on years of service; and

WHEREAS, the Town of Davie Non-Classified Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie hereby retitles Day Camp Counselor to Counselor and Day Camp Supervisor to Program Supervisor, creates the class specification for Junior Counselor to be assigned at pay grade 901, Counselor to be assigned at pay grade 907, Activities Leader, to be assigned at pay grade 908, and Program Supervisor, to be assigned at pay grade 910, as attached hereto as Exhibit "A" and "B" "C" and "D" respectively.

SECTION 2. The Town Council of the Town of Davie hereby approves revisions to the pay plan for Non-Classified employees as attached hereto as Exhibit "E".

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000.

MEMORANDUM

PARKS & RECREATION DEPARTMENT

TO: Bob Middaugh, Town Administrator

FROM: Bette Stark, Recreation Supervisor

THROUGH: Sharon Kent, Parks & Recreation Director

DATE: March 31, 2000

SUBJECT: Justification for Parks and Recreation Job Positions

The Town of Davie Parks and Recreation Department's summer program has expanded to include a total of 10 recreation sites which include the Davie Summer Daze programs, Indian Ridge Extreme Teen Program, and the Pine Island Adventure Camp at Pine Island Park. The Davie Summer Daze Program is a drop in program at the following facilities: Eastside Community Hall, Silver Oaks Mobile Home Community Center, Driftwood Estates, Berman Park, Orange Park, Shenandoah Park, Waterford Park, and The Park at Waverly. We average approximately 500 participants for this program. If approved there will be 9 Program Supervisors, 4 Activities Leaders, 15 Counselors and 3 Junior Counselors for the Davie Summer Daze program. The Indian Ridge Teen program has approximately 50 participants per week and if approved there will be 1 Program Supervisor, 1 Activities Leader, and 2 Counselors for this program. Pine Island Adventure Camp is a self sustaining camp program which has approximately 90 participants. The staff salaries will be paid by the camps admission fees, and the staff will include, 1 Recreation Leader, 1 Program Supervisor, 2 Activities Leaders, 2 Counselors and 1 Jr. Counselor for Pine Island Adventure Camp.

For supervision purposes, there will be one Program Supervisor at each facility. The Activities Leaders will be hired with a specialty to lead and direct such activities as dance, music, theater, arts and crafts, sports, or other related special activities. They may also be responsible for a specific age group. The Counselors will be responsible for a specific age group throughout the program, and will assist with all program activities. The Junior Counselors will be partnered with another counselor and will assist all program activities with the children. The Junior Counselors were placed at facilities which have the largest attendance, and will serve as a paid training experience for local youths.

Listed below are the specific summer recreation sites where the positions will be assigned:

DAVIE SUMMER DAZE PROGRAMS

West Area

Orange Park

One Program Supervisor
One Activities Leader
Three Counselors
One Jr. Counselor

Waverly Park

One Program Supervisor
One Counselor

Shenandoah Park

One Program Supervisor
Two Counselors

Waterford Park

One Program Supervisor
One Activities Leader
Two Counselors

East Area

Eastside Community Hall

One Program Supervisor
One Activities Leader
Two Counselors
One Jr. Counselor

Driftwood Estates

One Program Supervisor
One Counselor

Silver Oaks Community Hall

One Program Supervisor
One Activities Leader
Two Counselors
One Jr. Counselor

Berman Park

One Program Supervisor
Two Counselors

TEEN PROGRAM

Indian Ridge Extreme Teen Program

One Program Supervisor
One Activities Leader
Two Counselors

PINE ISLAND ADVENTURE CAMP SELF SUSTAINING PROGRAM

One Recreation Leader
One Program Supervisor
Two Activities Leaders
Two Counselors
One Jr. Counselor



March 29, 2000

Ms. Freda Gellerstein
Personnel Coordinator
Town of Davie
6591 Orange Avenue
Davie, Florida 33314-3399

Dear Freda:

Following are the hourly rates and grades for the positions you sent in for classification.
The hourly rates are for returning years of service as listed below:

Junior Counselor	Grade:	901 (New Grade Number)
1 st year	\$5.51/hr	
2 nd year	\$5.79/hr	
3 rd year	\$6.08/hr	
4 th year	\$6.38/hr	
5 th year	\$6.70/hr	
6 th year	\$7.04/hr	

Counselor	Grade:	907 (New Grade Number)
1 st year	\$7.55/hr	
2 nd year	\$7.93/hr	
3 rd year	\$8.33/hr	
4 th year	\$8.75/hr	
5 th year	\$9.19/hr	
6 th year	\$9.65/hr	

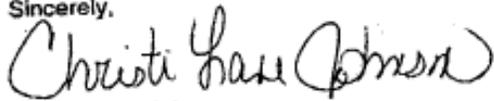
Activities Leader	Grade:	908 (New Grade Number)
1 st year	\$9.11/hr	
2 nd year	\$9.57/hr	
3 rd year	\$10.05/hr	
4 th year	\$10.55/hr	
5 th year	\$11.08/hr	
6 th year	\$11.63/hr	

Program Supervisor**Grade: 910 (New Grade Number)**

1 st year	\$10.79/hr
2 nd year	\$11.33/hr
3 rd year	\$11.90/hr
4 th year	\$12.50/hr
5 th year	\$13.13/hr
6 th year	\$13.79/hr

In addition to the above recommendations, we also recommend that you adjust you pay plan to reflect salaries from lowest to highest. For example: lower grade number reflects lower salary range; higher grade level reflects higher salary range. If you have any questions or concerns, please feel free to contact me at (803) 772-2014. Thank you very much for your time and have a great weekend.

Sincerely,



Christi Lane Johnson
Consultant
DMG-MAXIMUS, INC.

**JUNIOR COUNSELOR
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision and direction, is responsible for aiding counselor in conducting activities such as outdoor and indoor games, arts and crafts, and special activities. Performs routine tasks such as maintenance work and issuance of supplies and materials. Reports to Recreation Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the recreation program counselors with a small group of children in informal activities or in working with a specific activity program.

Maintains discipline and encourages compliance with safety rules and regulations.

Assists counselors with arts and crafts, sports, games, field trips, special events, and other various program activities.

Responsibilities may include certain facility areas, as assigned by immediate supervisory staff.

Performs related work for broad learning experience.

Uses a variety of art supplies, sporting and fitness equipment, and audio-visual equipment in performance of daily tasks.

Interacts and communicates with various groups and individuals such as Parks and Recreation personnel, town maintenance workers, children, parents, and the public.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Must be at least a high school student with some experience as a participant in a variety of recreational activities and/or in rendering services in a recreational activity situation; or participation in a Town of Davie recreational program. Must be able to successfully pass a Health and Rehabilitative Services Child Abuse Background Screening. Should have knowledge of games, quiet activities, interest in recreation leadership, ability to work effectively with participants, staff and parents, and the ability to follow instructions.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to participate in and lead physical activities and games. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Daily duties exceed those of sedentary work. Must remain on feet for extended periods of time, run, throw balls, catch balls, hit balls, etc. Must be able to lift/carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people, especially children, to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read schedules, time sheets, reports, etc. Must be able to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments; to acquire knowledge of topics related to primary duties. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently on an elementary school level.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using related recreational and sporting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, balls, and related recreational and arts equipment such as scissors, etc. Must have medium levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Parks and Recreation Department pertaining to the specific duties of the Junior Counselor. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in participating in and leading recreational activities. Is able to use independent judgment in performing routine tasks. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Is skilled in applying a responsible attention to detail as necessary in preparing activities. Is able to read and interpret activity schedules, policy and procedure manuals, instructions, time sheets, and other materials pertaining to the responsibilities of the job. Is capable of working under stressful conditions as required. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with

before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**COUNSELOR
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, leads recreational, arts and crafts and skill development activities in camps and other Parks and Recreation Department programs. Reports to the Recreation Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and leads recreational, arts and crafts, and skill development activities in camps and other Parks and Recreation Department programs.

Provides safe and enjoyable environment for children.

Teaches human relations skills such as sharing, good sportsmanship and performance of good deeds.

Enforces rules and regulations and provides discipline when necessary using methods approved by Town administration.

Responsibilities include overseeing the physical well-being of children participating in programs.

Monitors safety and health and administers first aid for minor injuries when necessary.

Communicates with parents to inform of children's accomplishments or poor behavior.

Maintains clean and orderly play areas and supply storage areas.

Distributes lunches/snacks as appropriate.

Creates decorations for classrooms used for programs; may create informational posters and fliers.

Chaperones field trips. Organizes, implements, and instructs specific educational and recreational programs, games, and field trips.

Issues, collects and stores recreational equipment and supplies.

Performs routine clerical functions to include receiving payments for programs.

Supervises volunteer counselors-in-training, as may be required.

Receives, reviews, prepares and/or submits a variety of reports such as attendance and misbehavior reports, accident reports, schedules of events, time sheets, etc.

COUNSELOR

Uses a variety of art supplies, sporting and fitness equipment, and audio-visual equipment in performance of daily tasks.

Interacts and communicates with various groups and individuals such as Parks and Recreation personnel, Town maintenance workers, children, parents, and the public.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with the ability to plan and lead special activities for children, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Must be able to successfully pass a Health and Rehabilitative Services Child Abuse Background Screening.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to participate in and lead physical activities and games. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Daily duties exceed those of sedentary work. Must remain on feet for extended periods of time, run, throw balls, catch balls, hit balls, etc. Must be able to lift/carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people, especially children, to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read schedules, time sheets, reports, etc. Must be able to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of influence systems to lead activities; to apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; to deal with problems involving several concrete variables; to make limited independent decisions in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently on an elementary school level.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using related recreational and sporting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, balls, and related recreational and arts equipment such as scissors, etc. Must have medium levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Parks and Recreation Department pertaining to the specific duties of the Counselor/ and Will-Call After School. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in participating in and leading recreational activities. Is able to use independent judgment in performing routine tasks. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Is skilled in applying a responsible attention to detail as necessary in preparing activities. Is able to read and interpret activity schedules, policy and procedure manuals, instructions, time sheets, and other materials pertaining to the responsibilities of the job. Is capable of working under stressful conditions as required. Has the mathematical ability to handle to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**ACTIVITIES LEADER
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, conducts special recreation programs which may include: dance, theater, music, arts and crafts and other related special activities. Reports to the Recreation Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts recreational and musical skill development and arts and crafts activities.

Uses a variety of art supplies, sporting and fitness equipment, and audio-visual equipment in performance of daily tasks.

Teaches human relations skills such as sharing, good sportsmanship and performance of good deeds.

Enforces rules and regulations and provides discipline when necessary using methods approved by Town administration.

Responsibilities include overseeing the physical well-being of children participating in programs.

Monitors safety and health and administers first aid for minor injuries when necessary.

Communicates with parents to inform of children's accomplishments or poor behavior.

Maintains clean and orderly play areas and supply storage areas.

Distributes lunches/snacks as appropriate.

Creates decorations for classrooms used for programs; may create informational posters and fliers.

Chaperones field trips.

Receives, reviews, prepares and/or submits a variety of reports such as attendance and misbehavior reports, accident reports, schedules of events, time sheets, etc.

Interacts and communicates with various groups and individuals such as Parks and Recreation personnel, town maintenance workers, children, parents, and the public.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

Effective April 6, 2000

Exhibit "C"

ACTIVITIES LEADER

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with at least one year experience leading activities for children in a camp, school or recreational program; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Must be able to successfully pass a Health and Rehabilitative Services Child Abuse Background Screening.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to participate in and lead physical activities and games. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Daily duties exceed those of sedentary work. Must remain on feet for extended periods of time, run, throw balls, catch balls, hit balls, etc. Must be able to lift/carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people, especially children, to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read schedules, time sheets, reports, etc. Must be able to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of influence systems to lead activities; to apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; to deal with problems involving several concrete variables; to make limited independent decisions in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently on an elementary school level.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using related recreational and sporting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, balls, and related recreational and arts equipment such as scissors, etc. Must have medium levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Parks and Recreation Department pertaining to the specific duties of the Activities Leader. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in participating in and leading recreational activities. Is able to use independent judgment in performing routine tasks. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Is skilled in applying a responsible attention to detail as necessary in preparing activities. Is able to read and interpret activity schedules, policy and procedure manuals, instructions, time sheets, and other materials pertaining to the responsibilities of the job. Is capable of working under stressful conditions as required. Has the mathematical ability to handle to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly.

ACTIVITIES LEADER

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**PROGRAM SUPERVISOR
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, leads recreational, arts and crafts, and skill development activities programs sponsored by the Parks and Recreation Department. Coordinates activities of recreation assistants and event volunteers. Reports to the Recreation Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and leads recreational, arts and crafts, and skill development activities.

Provides safe and enjoyable environment for children.

Teaches human relations skills such as sharing, good sportsmanship and getting along with others.

Enforces rules and regulations and provides discipline when necessary using methods approved by Town administration.

Responsibilities include overseeing the physical well-being of children participating in programs.

Monitors safety and health and administers first aid for minor injuries when necessary.

Communicates with parents to inform of children's accomplishments or poor behavior.

Maintains clean and orderly play areas and supply storage areas.

Distributes lunches/snacks as appropriate.

Creates informational posters and fliers.

Chaperones field trips.

Maintains all records for various summer grants ensuring completion.

Receives, reviews, prepares and/or submits a variety of reports such as attendance and misbehavior reports, accident reports, schedules of events, time sheets, etc.

Handles all disciplinary reports, following proper procedure.

Uses a variety of art supplies, sporting and fitness equipment, and audio-visual equipment in performance of daily tasks.

Program Supervisor

Effective April 6, 2000

Exhibit "D"

Interacts and communicates with various groups and individuals such as Parks and Recreation personnel, Town maintenance workers, children, parents, and the public.

Reports needs for repair or maintenance work to building equipment or facilities to Recreation Supervisor.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

Program Supervisor

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with two years of college and at least six months experience working in a summer camp program to include supervising staff and planning special activities for children, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Must be able to successfully pass a Health and Rehabilitative Services Child Abuse Background Screening.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to participate in and lead physical activities and games. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Daily duties exceed those of sedentary work. Must remain on feet for extended periods of time, run, throw balls, catch balls, hit balls, etc. Must be able to lift/carry weights of up to fifty pounds.

Program Supervisor

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

InterpersonalCommunication: Requires the ability of speaking and/or signaling people, especially children, to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read schedules, time sheets, reports, etc. Must be able to speak with and before others with poise, voice control and confidence.

Program Supervisor

Intelligence: Requires the ability to apply principles of influence systems to lead activities; to apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; to deal with problems involving several concrete variables; to make limited independent decisions in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently on an elementary school level.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide.

Program Supervisor

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

MotorCoordination: Requires the ability to coordinate hands and eyes using related recreational and sporting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, balls, and related recreational and arts equipment such as scissors, etc. Must have medium levels of eye/hand/foot coordination.

Program Supervisor

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Parks and Recreation Department pertaining to the specific duties of the Program Supervisor. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in participating in and leading recreational activities. Is able to use independent judgment in performing routine tasks. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Is skilled in applying a responsible attention to detail as necessary in preparing activities. Is able to read and interpret activity schedules, policy and procedure manuals, instructions, time sheets, and other materials pertaining to the

Program Supervisor

responsibilities of the job. Is capable of working under stressful conditions as required. Has the mathematical ability to handle to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in

Program Supervisor

order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job

Program Supervisor

responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same.

Program Supervisor

Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**NON-CLASSIFIED
(PART TIME, SEASONAL, OR TEMPORARY)
PAY & CLASSIFICATION PLAN**

GRADE LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
901	\$5.51	\$5.79	\$6.08	\$6.38	\$6.70	\$7.04
902	\$5.67	--	--	--	--	--
903	\$5.93	--	--	--	--	--
904	\$6.21	--	--	--	--	--
905	\$6.36	\$6.67	\$7.00	\$7.35	--	--
906	\$7.50	\$7.87	\$8.27	\$8.68	--	--
907	\$7.55	\$7.93	\$8.33	\$8.75	\$9.19	\$9.65
908	\$9.11	\$9.57	\$10.05	\$10.55	\$11.08	\$11.63
909	\$9.68	--	--	--	--	--
910	\$10.79	\$11.33	\$11.90	\$12.50	\$13.13	\$13.79
911	\$13.27	\$13.94	\$14.64	\$15.38	\$16.14	\$16.94
912	\$18.32	\$19.24	\$20.19	\$21.20	\$22.26	--
913	\$24.04	\$25.24	\$26.50	\$27.83	\$29.21	--

LIST OF POSITIONS

Activities Leader	908	Pool Lifeguard	908
College Intern	905	Pre-School Counselor	903
Counselor	907	Pre-School Supervisor	907
Graduate Intern	906	Program Supervisor	910
High School Intern	901	School Crossing Guard	902
Inspector	912	Seasonal Laborer	904
Junior Counselor	901	Senior Leader	903
Plans Examiner/Inspector	913	Shallow Pool Lifeguard	907
Police Officer (part-time)	911	Teen Counselor	907
Police Trainee	909	Youth Placement Coordinator	910

Effective 4/6/00

Exhibit "E"

