

REMARKABLE TIP SHEETS



SOLUTIONS FOR GOVERNMENT AGENCIES & SPECIAL DISTRICTS

These **REMARKABLE MUNICIPAL SOLUTIONS** are designed specifically for Government Agencies, Municipalities, & Special Districts so they can be amazing at creating Thriving Communities.

This topic makes for great Staff Trainings and as an Educational Session at your annual Conference. Plus, we can assist you with: *Graphic Design, Staff Mentoring, Interim Leadership, Agency Check-Ups, Board Training & Strategic Planning.*¹

RECREATION PROFESSIONAL CAREER COMPETENCIES

"SKILL MAPPING" FOR RECREATION JOBS

The effort to generate a list of Job Competencies for the Recreation Profession is a tedious, and very time consuming, task. Even so, "Skill Mapping" is truly vital to the growth of your organization.

As a Recreation Professional you can utilize the Job Competencies List to compare your *current skills* with the *needed skills* required for your next step in the profession. Armed with this "Skill Mapping" list, you can start, *now*, preparing for your future as a Director of a Parks and Recreation Agency.

Launch your Recreation Career with this detailed list of 55 Recreation Professional Competencies.

¹ *Let us handle it. We can help you Thrive!*

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REMARKABLE
RECREATION SOLUTIONS



PROFESSIONAL COMPETENCIES (YOUR CAREER SKILLS)

SOLUTION 1



The *Recreation Professional Competencies List* has a ROW for each skill or competency. We have identified 55 individual competencies. We will explore some of these ([SEE #5](#)).

PROFESSIONAL JOB TITLES (YOUR CAREER STEPS)

SOLUTION 2



The *Recreation Professional Competencies List* has a COLUMN for each Job Title. We have identified 8 different levels on the Parks and Rec org chart. Your career steps will likely have different names from what we listed, but you can identify easily which columns belongs to which of your org job titles.

REC LEADER -- This is typically a part-time job, who is on the front lines working the program, talking directly with the participants, and the parents (if applicable).

SPECIALIST -- This is also typically a part-time job. They are those who specializes in how a particular program runs. You can also think of this job title as your "Top Level" Rec Leader.

COORDINATOR -- Typically, this is an "Entry-Level" full-time job, in charge of one (or several) recreation program areas. They will have Rec Leaders and Specialists working for them.

SUPERVISOR I -- This is a full-time position in charge of many recreation program areas (four to six, perhaps more). They will have one or several Coordinators working for them.

SUPERVISOR II -- This is a "Top Level" Supervisor (see above).

MANAGER -- This is a position that will have two to four (or more) Supervisors working for them, depending on org size.

SUPERINTENDENT -- This is a position that oversees one (or several) managers depending on the size of your organization. More specifically, they provide vital support to the director. This position could also be called an "Assistant Director".

DIRECTOR -- This position is the role of overseeing the entire organization (department or agency). They must cast the vision for where the organization is going.

PROFESSIONAL DEVELOPMENT (YOUR CAREER TRAINING)

SOLUTION 3



The *Recreation Professional Competencies List* has a COLUMN at the end, called "Skills Acquisition", giving you an idea as to where you could obtain the skills listed in each row.

TRAINING OPPORTUNITIES -- In-House Training, Prof Assoc, Private Seminar, Director's Workshop, or College Course.

PRIMARY OR SECONDARY -- We have identified, for each training opportunity, if it is considered as a primary source or secondary source. These are listed with a 1 or a 2 (or blank).

PROFESSIONAL OBLIGATIONS (YOUR CAREER REQUIREMENTS)

SOLUTION 4



Under each Job Title COLUMN are 3 divisions indicating the "level of obligation" for that competency for that position.

1) MANDATORY -- Skill is *required* for that position.

2) DESIRABLE -- Skill is often *looked for* in that position.

3) SKILL TO DEVELOP -- Skill could be *helpful* for that position.

GRAYED-OUT -- Skill is *never considered* for that position (N/A).

PROFESSIONAL INQUIRY (YOUR CAREER EXPLORATION)

SOLUTION 5



We have identified 55 individual competencies. But they do not apply equally to the different job positions in your agency. Let's explore some of the Recreation Professional Competencies.

HANDS-ON PROGRAM TASKS -- Grayed: Director to Mngr. Mandatory: Supervisor, Coord, Specialist, Rec Leader.

CONFLICT RESOLUTION -- Mandatory: Director to Supervisor. Desirable: Coord. To Develop: Specialist, Rec Leader.

MARKETING/PROMOTION -- Desirable: Director to Mngr. Mandatory: Supervisor, Coord. To Develop: Spec. Grayed: Rec L.

BUDGETING (PROGRAM LEVEL) -- Desirable: Director to Mngr. Mandatory: Supervisor, Coord. Grayed: Spec, Rec Leader.

BUDGETING (AGENCY LEVEL) -- Mandatory: Director to Mngr. To Develop: Supervisor. Grayed: Coord, Specialist, Rec Leader.

CIP MANAGEMENT -- Mandatory: Director. Desirable: Superintendent to Supervisor II. Grayed: Sup I, Coord, Spec, Rec Leader.

PROFESSIONAL ACTIVATION (YOUR CAREER GROWTH)

SOLUTION 6



Ways to use the List: (1) Employees get an idea of what they need to work on; (2) Supervisors help employees set goals during annual evaluations; (3) Agendas for staff retreats can include certain skill building tasks. Note: Interviewers look to these skills.

GET THE FULL SESSION¹ (RAISING THE BAR IN RECREATION)

SOLUTION 7



The Full Session explores what it means to "Raise the Bar"; and the powerful "One Thing" concept. Get dozens of practical ideas for growing your agency and your career. We will investigate the full list of 55 Competencies; learning what each one is, and how it applies to both your current position and your future career. Get your own copy of the Recreation Professional Competencies and Activate your career by getting the Full Session: (1) Bring session to your conference, (2) Attend the On-Demand Webinar: <https://remarkablewebinars.thinkific.com/courses/raising-the-bar>

REMARKABLE RECREATION SOLUTIONS.COM
Get the "Recreation Professional Boot Camp" -- Designed for New Recreation Professionals