

# **Certified Park & Recreation Professional (CPRP) Prep Course**

# Programming

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# A PIE!

**A PIE** is programming in a nutshell.

**A**ssess

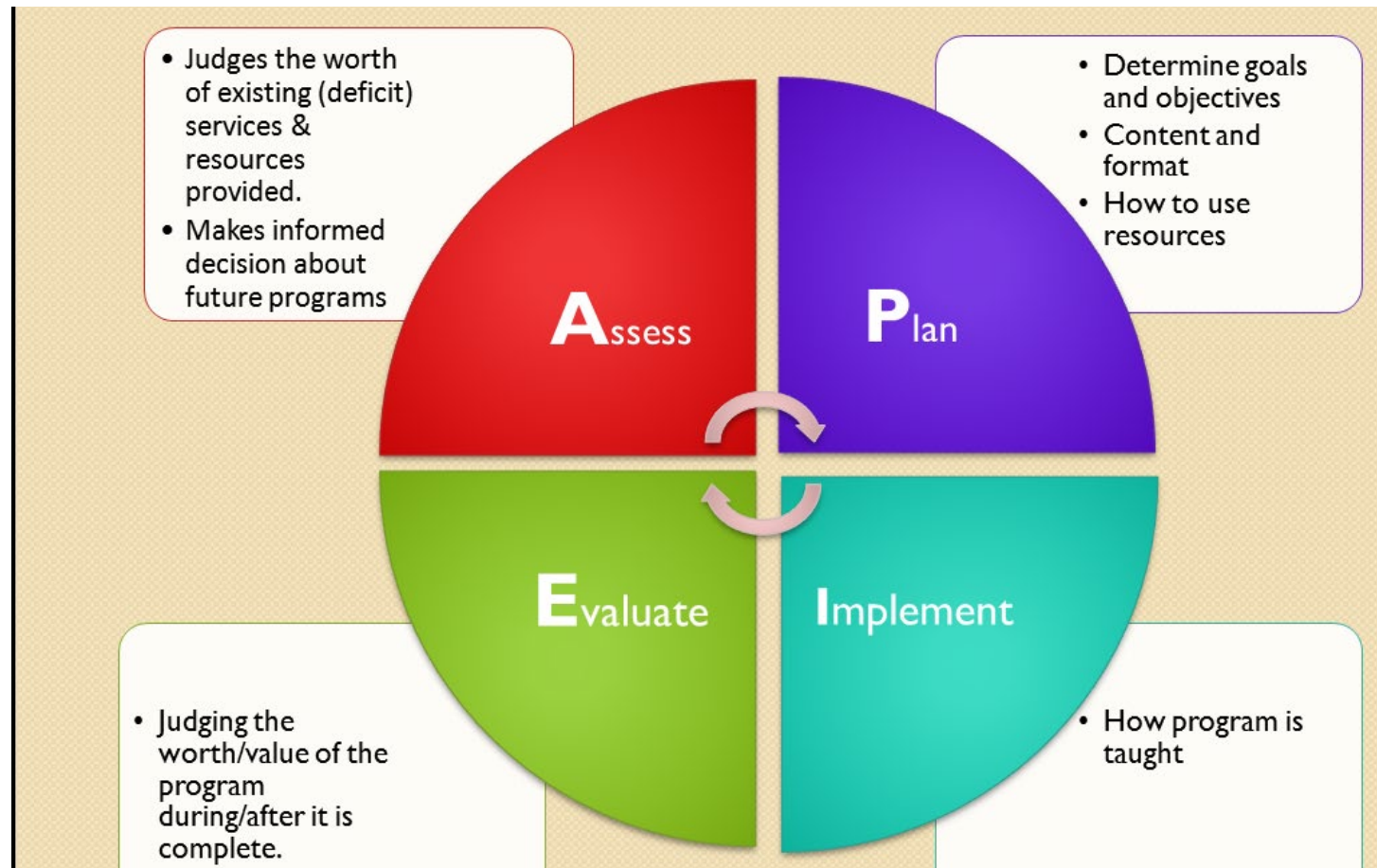
**P**lan

**I**mplement

**E**valuate



# Recreation Planning Process



# 5A. Create and maintain inventory of community programs (A PIE)

- Provides a clear picture of recreation offerings (internal and external) in the community
- Review current opportunities in the area
  - Our internal programs
  - Other P&R agencies
  - Tourism office
  - Local schools, hospitals
  - Outreach offices
- Create an inventory

Community Inventory - last updated November 2020			
Page 1			
<b>Highlighted rows are City of Kettering, Parks, Recreation and Cultural Arts Facilities</b>			
<b>Aquatic Facilities</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Christopher Swim Club	3150 S. Dixie Drive	Kettering	<a href="http://www.dixiechrisclub.com">www.dixiechrisclub.com</a>
Kettering Recreation Complex	2900 Glangarry Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
Kroger Aquatic Center	8625 Brandt Pike	Huber Heights	<a href="http://www.khoh.org">www.khoh.org</a>
Lohrby Recreation Center	2366 Glenam Avenue	Dayton	<a href="http://www.daytonohio.gov">www.daytonohio.gov</a>
Sycamore Trails Aquatic Center	400 S. Main Road	Miamisburg	<a href="http://www.playmiamisburg.com">www.playmiamisburg.com</a>
Troy Aquatic Park	460 W. Stanton Road	Troy	<a href="http://www.troyohio.com">www.troyohio.com</a>
YMCA of Greater Dayton - South	4545 Marshall Road	Kettering	<a href="http://www.daytonymca.org">www.daytonymca.org</a>
<b>Arts Education Studios</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Busy Beaver Crafts	3445 Dayton Xenia Road	Beavercreek	<a href="http://www.busybeavercrafts.com">www.busybeavercrafts.com</a>
Dayton Art Institute	455 Belmont Park North	Dayton	<a href="http://www.daytonartinstitute.org">www.daytonartinstitute.org</a>
Dayton Society of Artists	48 High Street	Dayton	<a href="http://daytonsoa.org">daytonsoa.org</a>
Front Street Studios	1001 East 2nd Street	Dayton	<a href="http://frontstreetart.com">frontstreetart.com</a>
Punk Lab Dance Studios	1226 East Stroop Road	Kettering	<a href="http://www.punklabdancestudios.com">www.punklabdancestudios.com</a>
K12/Texas Gallery	341 South Jefferson Street	Dayton	<a href="http://k12texasgallery.org">k12texasgallery.org</a>
Rosewood Arts Center	2655 Olson Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
<b>Dance Studios</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Dance Dimensions	3717 Wilmington Pike	Kettering	<a href="http://www.dance-dimensionsdayton.com">www.dance-dimensionsdayton.com</a>
Punk Lab Dance Studios	1226 East Stroop Road	Kettering	<a href="http://www.punklabdancestudios.com">www.punklabdancestudios.com</a>
Kay's School of Dance	300 E. Stroop	Kettering	<a href="http://kayschoolofdance.com">kayschoolofdance.com</a>
MVP Dance Fit	2782 Wilmington Pike	Kettering	<a href="http://www.mvpdancefit.com">www.mvpdancefit.com</a>
Rosewood Arts Center	2655 Olson Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
Terry's Dance Workshop	5819 Kankakee Drive	Kettering	<a href="http://www.terrysworkshop.net">www.terrysworkshop.net</a>
<b>Fitness Facilities</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Anytime Fitness - Kettering	3137 Far Hills Ave	Sugar Creek Township	<a href="http://www.anytimefitness.com">www.anytimefitness.com</a>
Bodybody Fitness	30370 Woodman Drive	Kettering	<a href="http://www.bodybodyfitness.com">www.bodybodyfitness.com</a>
Five Rivers Fitness Center	4470 Indian Bippa Road	Beavercreek	<a href="http://www.fiverivers.com">www.fiverivers.com</a>
Five Seasons Sports Club	4242 Clio Road	Sugar Creek Township	<a href="http://fiveseasonsportsclub.com">fiveseasonsportsclub.com</a>
Kettering Fitness and Wellness Center	3351 Shroyer Road	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
Kettering Recreation Complex	2900 Glangarry Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
LA Fitness	The Creeks	Beavercreek	<a href="http://www.lafitness.com">www.lafitness.com</a>
Personal Fit	3576 Kettering Blvd	Moraine	<a href="http://www.personalfitdayton.com">www.personalfitdayton.com</a>
Title Boxing Club and Fitness Center	2120 E. Dorothy Lane	Kettering	<a href="http://titleboxingclub.com">titleboxingclub.com</a>
Workout Anytime	2234 S. Smithville Road	Kettering	<a href="http://workoutanytime.com">workoutanytime.com</a>
YMCA of Greater Dayton - South	4545 Marshall Road	Kettering	<a href="http://www.daytonymca.org">www.daytonymca.org</a>
<b>Golf Courses</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Community Golf Course	2917 Barkley St	Kettering	<a href="http://www.golf-dayton.com">www.golf-dayton.com</a>
Moraine Country Club	4075 Southern Boulevard	Kettering	<a href="http://morainecountryclub.com">morainecountryclub.com</a>
Dayton Country Club	555 Kramer Road	Kettering	<a href="http://www.daytoncountryclub.com">www.daytoncountryclub.com</a>
ICC Country Club	4435 Dogwood Trail	Kettering	<a href="http://www.icccountryclub.com">www.icccountryclub.com</a>
<b>Higher Education Colleges/Universities</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Kettering College	3737 Southern Blvd	Kettering	<a href="http://kcc.edu">kcc.edu</a>
The Modern College of Design	1725 E. David Rd	Kettering	<a href="http://themodern.edu">themodern.edu</a>
<b>Nature Centers</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Aullwood Audubon Center	1000 Aullwood Road	Dayton	<a href="http://aullwood.audubon.org">aullwood.audubon.org</a>
Brukner Nature Center	5995 Horseshoe Bend Road	Troy	<a href="http://www.brukernaturecenter.com">www.brukernaturecenter.com</a>
Five Rivers MetroParks, Wagarzyn	1301 E. Stabantoller Avenue	Dayton	<a href="http://metroparks.org">metroparks.org</a>
Glen Helen Nature Center	405 Conry Street	Yellow Springs	<a href="http://www.glenhelen.org">www.glenhelen.org</a>
Habitat Environmental Education Center	3630 Bellflower Road	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
Learning Tree Farm	3376 S. Union Road, Dayton	Dayton	<a href="http://www.learningtreefarm.org">www.learningtreefarm.org</a>
<b>Performing Arts Spaces</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Altar High School Performing Arts	940 East David Road	Kettering	<a href="http://altarhs.org">altarhs.org</a>
D.L. Barnes Theater	3750 Far Hills Avenue	Kettering	<a href="http://www.katteringschools.org">www.katteringschools.org</a>
Fairmont Performing Arts Auditorium	3301 Shroyer Road	Kettering	<a href="http://www.katteringschools.org">www.katteringschools.org</a>
Prize Pavilion for the Performing Arts	695 Union Park Blvd	Kettering	<a href="http://www.prize.com">www.prize.com</a>
Rosewood Arts Center	2655 Olson Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
<b>Recreation Centers</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Charles L. Latham Senior Center	2900 Glangarry Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
Lohrby Recreation Center	2366 Glenam Avenue	Dayton	<a href="http://www.daytonohio.gov">www.daytonohio.gov</a>
Kettering Recreation Complex	2900 Glangarry Drive	Kettering	<a href="http://www.playkettering.org">www.playkettering.org</a>
Miamisburg Community Center	305 E. Central Avenue	Miamisburg	<a href="http://www.playmiamisburg.com">www.playmiamisburg.com</a>
Oakwood Community Center	105 Patterson Road	Oakwood	<a href="http://oakwoodohio.gov">oakwoodohio.gov</a>
Payne Recreation Center	3800 Main Street	Moraine	<a href="http://dvmoraine.org">dvmoraine.org</a>
Vandalia Recreation Center	1111 Stonequarry Road	Dayton	<a href="http://vandaliaohio.org">vandaliaohio.org</a>
Washington Township Recreation Center	895 Miamisburg-Centerville Road	Washington Township	<a href="http://www.washingtontwp.org">www.washingtontwp.org</a>
YMCA of Greater Dayton - South	4545 Marshall Road	Kettering	<a href="http://www.daytonymca.org">www.daytonymca.org</a>
<b>Secondary Schools</b>	<b>Address</b>	<b>City</b>	<b>Website</b>
Altar High School	940 E. David Rd	Kettering	<a href="http://https://altarhs.org/">https://altarhs.org/</a>

## 5B. Create and supervise diverse, equitable and inclusive programs (A PIE)

- More Assessment

- Determine the wants and needs of the community and individual participants

- Community Level Assessment

- Look at current participation data
    - Evaluate current services
    - Identify current issues or constraints
    - Make informed decisions on future services

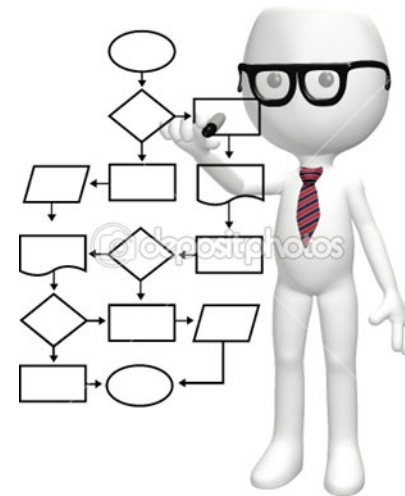
- Individual Level Assessment

- Often these are individual conversations or observations
    - Identify changes to meet specific needs of the person

# Creating a Program Plan

(detour into Planning)

- Use the data that you just gathered and create a written plan for the program.
- Will likely include:
  - Assessment
  - Goals
  - Objectives
  - Implementation strategies
  - Outcome/Evaluation plan



The plan must be compatible with the agency's philosophy and resources. It must be doable.

# Another quick detour - Implementation...

## Supervision Types

- Specific
  - Direct & instruct activity
  - Oversee behavior
  - Observe a program or activity
- General
  - Less hands on, managerial
  - Monitor program, observe instructor/staff, review content, check facility conditions, chat up participants



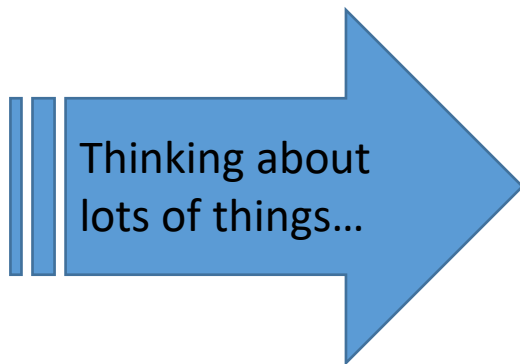
Keep in mind the appropriate staff: child ratio



# Special Events Supervision

- Work Plans and Checklists

- Manage all the tasks
- Timeline
- Budget
- Priorities



- Equipment
- Signs
- Decorations
- Trash cans
- Restrooms
- Registration booth
- Check-in
- Info table
- Permit
- Site map
- Radios
- Staff
- Volunteers

- Sponsors
- Vendors
- Announcements
- Security / Police
- First Aid / EMTs
- Lost kids
- Cash handling
- Change box
- Set up
- Tear down
- Clean up
- Thank yous
- Evaluations



## 5D. Develop purpose, goals and objectives for a variety of programs (A **P**IE)

- Purpose

- Connect directly to mission/vision.
- Why are you offering it?

- Goals

- What will be accomplished?
  - Management Goals – mostly use numbers (increase revenue, increase participation)
  - Behavior Goals – change in behavior of participant (increase skill, gain knowledge)

- Objective

- Measurable statements to lead to accomplishing the goal
- **A** – Audience – who?
- **B** – Behavior – what?
- **C** – Condition – how?
- **D** – Degree – when?

# Program for all ages and ability levels


- Balance of programs to meet needs of a variety of demographics

## Consider Domains of Learning

- Cognitive – intellect/knowledge
- Psychomotor – physical abilities
- Affective – attitude, values, social pursuits



# 5E. Collaborate with internal and external partners to develop comprehensive programming (A PIE)

- We can't do it alone (plus it goes smoother with other people)
  - We collaborate with people inside and outside of our field
- Remember this from Chapter 2 
  - Other agencies
  - Professional organizations
  - Councils and groups
- Be creative and think outside of our field (public, non-profit, commercial)
- Over communicate
- Put expectations in writing

1G. Collaborate with outside community organizations (leagues, non-profits, schools, clubs, faith-based orgs, etc.)

- Allow for better use of resources and increased service provision
- Collaboration – work together to provide a service; informal agreements; no permanent structure
- Alliance – formalized collaboration with higher level of commitment
- Partnership – highest level of documentation and structure

- Be creative in selecting who to work with
- Be a taker and a giver; balance of power and equal commitment
- Clearly outline who is responsible for what
- Put it in writing – purpose, deliverables, timeline, resources, duration, exit strategy

# 5G. Identify resources available for programming (A **P**IE)

- Fiscal
- Physical
  - Area & Facilities
  - Equipment
  - Supplies
- Technology
- Human



# 5H. Prepare programs and special events (content, format, activity) (A **PIE**)

- Consider your audience
  - Are they beginners or experienced?
  - Where do they live, work?
  - School calendar, community events
- Offer a variety of formats/days/times
- Facilities available



Use your data; trial and error is expensive

# Accessibility Standards

- Americans with Disabilities Act (ADA) Compliance
  - Guarantees equal opportunities for individuals with disabilities in employment, state and local government services, transportation, public accommodations, and telecommunications
  - May not refuse participation due to disability
  - Must make reasonable accommodations
  - Any extra costs may not be passed on to participant (i.e. interpreter)
  - “Economic burden” applies to the entire agency budget
  - Don’t have to pave the Appalachian Trail
  - Inclusion and Adapted are not the same thing



# 5I. Provide direct leadership of recreational activity (A **PIE**)

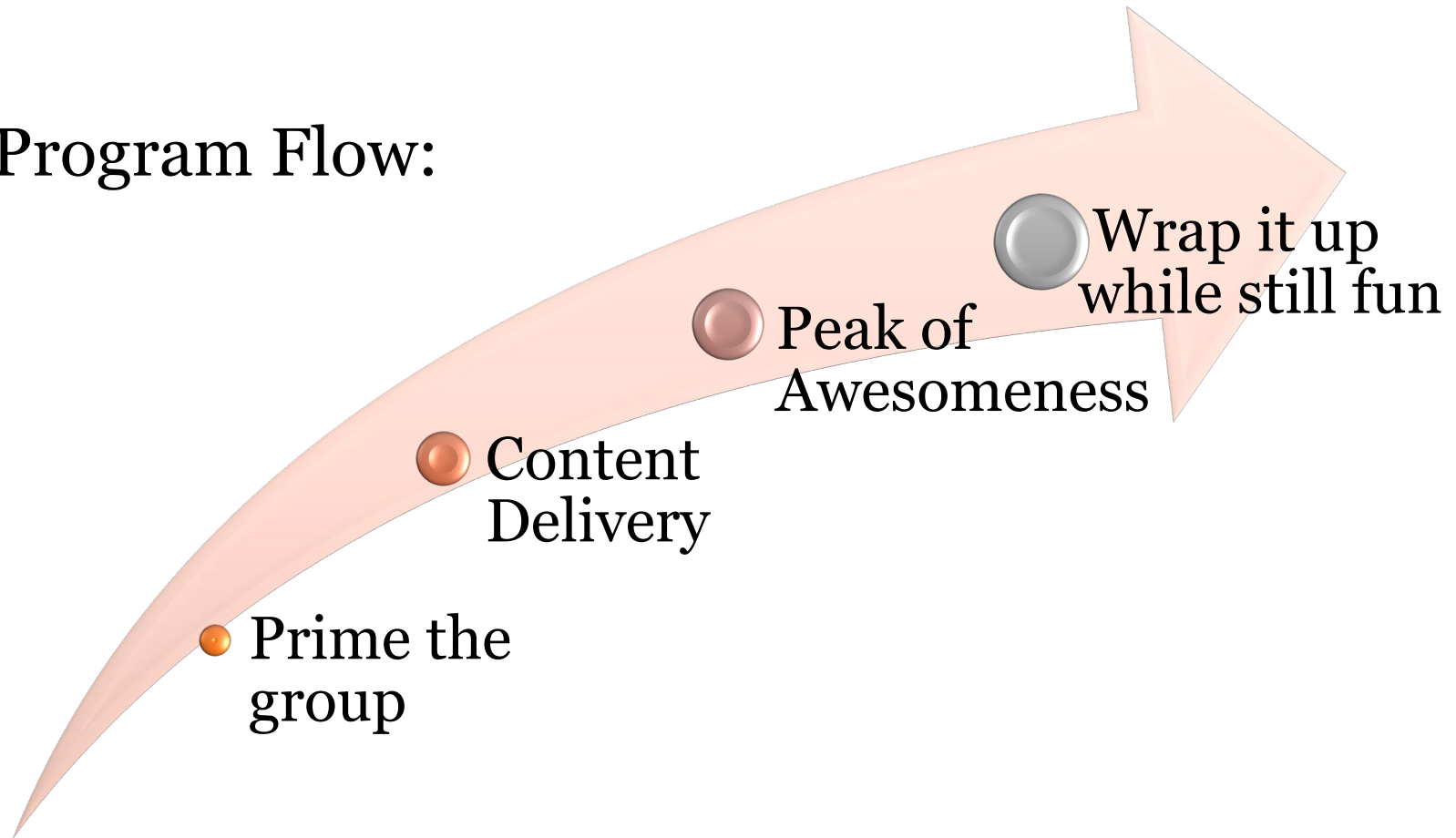
- Final things to pay attention to in planning
  - Group composition
  - Goals and objectives
  - Risk Management
    - Remove the risk or
    - Reduce the risk or
    - Accept the risk (and make sure people know about it)
  - Choose the right environment but be ready to adapt
  - Choose the right activities (and plan extra)

It's finally GO time!  
Time to IMPLEMENT!



# Now let's implement all that planning...

## Program Flow:



# 5C. Comply with reporting requirements for programs (A PIE)

## Reports

- *Program Plan*: fiscal info, program details, etc.
- *Supply requisition*: list of supplies
- *Reservation form*: room reservation
- *Maintenance work orders*: delivery/set-up, clean up
- *Contractual services*: outside vendors/partners
- *Accident & Incident Reports*
- *Evaluation & After Action Reports*

**Records** – follow policies for types of records and how long they should be kept; these give historical indication of performance of the agency

## 5F. Evaluate participant satisfaction and program outcomes (A P I **E**)

### {WHO}

- **Random:** Everyone has an equal chance of being selected. All names are put into a hat & names are pulled at random
- **Systematic:** Every “nth” person (i.e., every 5<sup>th</sup> person who walks in the door)
- **Purposive:** Represents a select group (i.e., day camp participants)
- **Convenience:** Easy for the researcher to poll (i.e., available staff or a questionnaire left on the front desk).

## {WHAT}

Remember

**Reliability – consistent and would produce similar results**

**Validity – measure what its supposed to measure**

**Usability – easy to understand, not too long, cost effective**

## *Different Evaluation Methods*

- Surveys (most common)
- Forums, Focus Groups, Public Meetings
- Review of Documents/Records
- Usage Patterns, Head Counts
- Interview/Observation (formal or informal)

Triangulation – Using data from different sources to find the “truth”

## {WHEN}

- Formative (during the program)
- Summative (after the program)

## {WHY}

- To determine impact
- Cost-benefit analysis
- Satisfaction
- Effectiveness of the program
- Value!



## {HOW}

### *Different Evaluation Types:*

- Quantitative (Objective)
  - Observable fact
  - Number/Data based
- Qualitative (Subjective)
  - Personal interpretation
  - Narrative/storytelling

*Now what do you do with all of the information that you just acquired?*



## Comprehensive Program Report

- Title
- Administrative Location
- Purpose, Goals and Objectives
- Design/Implementation
- Financial data
- Staffing plan
- Evaluation data
- Recommendations for future operations

# QUIZ TIME!

Putting everyone in a hat and pulling names to provide an equal opportunity of selection is an example of what kind of sample?

A – Purposive sampling

B – Systematic sampling

C – Random sampling



D – Convenience sampling



# QUIZ TIME!

A long running popular program is beginning to lose participant interest even though the fee, time slot, location and instructor remain the same. This drop in participation is probably due to:

A – Poor program marketing

B – Charge for supplies

C – Program life cycle



D – Cleanliness of facility

# QUIZ TIME!

During the evaluation of a special event, the leadership staff indicates that they were unsure about their specific assignments and how needed supplies would be made available to them. The problems noted by the staff reveal a deficiency in which of the following?

A – Planning



B – Staffing

C – Goal setting

D – Budgeting

# QUIZ TIME!

A rationale for why an agency is developing a program is:

A – Goal statement

B – Statement of purpose 

C – Vision statement

D – Statement of outcome

# QUIZ TIME!

Residents in an outlying area of the community have complained about the lack of program services administered for them. In considering the delivery of services to these residents, which of the following processes should be completed first?

A – Program Schedule

B – Facility Analysis

C – Program Development

D – Needs Assessment



# QUIZ TIME!

Which of the following is the most important reason for conducting program evaluations:

A – Assess the current program and help plan future programs



B – Acknowledge successful leadership and attendance

C – Promote public awareness and financial support for programs

D – Justify future expenditures

# QUIZ TIME!

When planning a program, equipment and supplies would be considered what type of resource?

A – Physical



B – Fiscal

C – Technology

D – Human

# QUIZ TIME!

When considering risk management, how should these three items be prioritized:

- 1- Remove the risk
- 2- Accept the risk
- 3- Reduce the risk

A – 3 1 2

B – 2 1 3

C – 1 3 2



D – 1 2 3



# QUIZ TIME!

When considering risk management, how should these three items be prioritized:

- 1- Remove the risk
- 2- Accept the risk
- 3- Reduce the risk

A – 3 1 2

B – 2 1 3

C – 1 3 2



D – 1 2 3