



**CITY OF
BLOOMINGTON
PARKS AND
RECREATION**

Summer
Adventure
Playgrounds

2016

Staff Manual

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Welcome to Summer Adventure Playgrounds!

We would like to welcome you to the Bloomington Parks and Recreation Summer Adventure Staff. We are happy to have you with us this summer! We are sure your work here this summer will be rewarding and enjoyable.

Summer Adventure Playgrounds are very visible and popular programs provided by our Parks and Recreation Department. We take great pride in the service we provide to our residents and the feedback that we receive from the community is very positive. Our staff is an important part of this operation. We feel that one of the main reasons people enjoy sending their children to the Playground program is because they like the staff. Our goal is to make our facilities welcoming, friendly, and safe. You are the key to that happening each and every day!

We selected you to be a member of our team this summer out of many applicants. We feel that you are the “best of the best”. We hope that you will work hard and take as much pride in our programs as we do. Remember that during the summer, you will be working in a very visible position. It is a position that we hope you will enjoy, but it is also one that you must take seriously at all times. The success that each of you have individually in your jobs will determine the success we will have at all Summer Adventure Playground programs.

Make sure that you understand the information contained within this manual. If you have any questions or concerns, please let us know. It is our job to help you be successful in your position.

Once again, welcome aboard! Work hard, have fun, and enjoy your summer!



Jenna Smith
Recreation Supervisor



Joe Sage
Playgrounds Coordinator

<u>Youth & Family</u>	Jenna Smith Recreation Supervisor	Supervises all Youth & Family programs and Inclusion Services for the City of Bloomington. She works year-round for Bloomington P&R.
<u>Summer Adventure Playgrounds</u> Summer Adventure Playgrounds is a drop-in program which allows children to come and go throughout the day. Staff is responsible for planning activities for the park they are assigned. Building relationships with the participants and making them feel welcome is the most important thing staff will do.	Joe Sage Playgrounds Coordinator	Coordinates work direction of all Playgrounds, ensures programs are running smoothly, serves as the direct contact for supplies and time card approval for Playground Staff.
	Lara Dale Playgrounds Assistant Coordinator	Assists in coordinating all Playgrounds, ensuring programs are running smoothly and provides additional support and resources as needed.
	Lindsay Richins Playground Program Specialist	Facilitates activities throughout Summer Adventure Programs and specializes in crafts and hands on activities.
	Matt McWilliam Playground Program Specialist	Facilitates activities throughout Summer Adventure Programs and specializes in sports and fitness activities.
<u>Inclusion Services</u> Inclusion services provide the opportunity for success for all participants by adapting activities, managing behaviors, providing personal cares and providing any additional support as needed.	Traci Davis Inclusion Coordinator	Coordinates all inclusion services for the Bloomington Parks and Recreation.
	Angela Fritzlar Inclusion Assistant Coordinator	Assists in providing inclusion services for Summer Adventure Playgrounds.
	Julie Kambeitz Inclusion Assistant Coordinator	Assists in providing inclusion services for Camp Kota, Artistry classes, and more.
	Dana McWilliam Inclusion Assistant Coordinator	Assists in providing inclusion services for The View, Mini View, and Galaxy.
<u>Volunteer Program</u> Youth Volunteers assist summer staff in scheduled activities during summer programming. Volunteers will take on leadership roles with activities while teaching and promoting safety and respect.	Jackie Doncavage Recreation Supervisor	Supervises Volunteer Programs as well as Adaptive Recreation, which includes Adaptive Softball and Dance Your Socks Off events.
	Matt Damman Playground Volunteer Coordinator	Coordinates the Volunteer Program for Playgrounds, The View & Mini View.
	Kacky Dankbar Camp Kota JC Program Specialist	Facilitates the Junior Counselor program for Camp Kota.
<u>The View & Mini View</u> The View (grades 2-5) & Mini View (grades Pre-K-1) are structured drop-in programs, held in schools taking daily trips to Bloomington Family Aquatic Center. Daily activities are planned by staff.	Olivia Sage The View & Mini View Coordinator	Coordinates work direction of The View & Mini View, ensures programs are running smoothly, serves as the direct contact for supplies and time card approval for The View & Mini View.
	Sam Sargent The View Lead	Assigns staff duties at The View and ensures planning is executed efficiently.
	Kyra Plekkenpol Mini View Lead	Assigns staff duties at Mini View and ensures planning is executed efficiently.
<u>Camp Kota</u> Camp Kota is a day camp designed to provide an opportunity for kids to make friends, learn basic camping skills and develop an appreciation for the outdoors in a fun and safe environment.	Shannon Moran Camp Kota Coordinator	Coordinates work direction of Camp Kota and ensures camp is running smoothly.
	Caitlin Maiers Camp Kota Assistant Coordinator	Assists in coordinating Camp Kota and provides additional support and resources as needed.
	Derek Landseidel Camp Kota Program Specialist	Facilitates activities throughout Camp Kota, specializes in grades 4-7.
	Gretchen Hinrichs Camp Kota Program Specialist	Facilitates activities throughout Camp Kota, specializes in grades K-3.

*Please refer to the all staff manual for contact information.

Staff Meetings

All Playground Staff will meet Tuesday mornings @ City Hall in the Dakota Conference Room.

Lead Staff will meet at 8:00 a.m. All Playground Staff will meet at 8:30 a.m.

*Please bring your large white playground binder each week. We will be planning the week and creating your weekly newsletter. It is a time to share ideas and discuss any concerns.

Program Specialists will meet on Friday mornings @ 8:30am @ City Hall in the Bailiff Room.

We will check in once a week to share ideas, plan activities, etc.

Time Cards

Time should be submitted daily with final changes submitted by 3:00 p.m. each Friday. Time for Summer Adventure Playgrounds will be submitted under the project code of "YFPLA". Please refer to the Summer Employee Handbook for more details. Joe approves Playground Staff timecards; any changes, questions, or concerns regarding your time card should be addressed to Joe.

Time-Off Policy & Procedure

The time off policy it is not meant for us to have a significant amount of time off requests. We have a limited amount of time to make an impact on the youth in the summer. We need each and every one of you ready and able to commit to work for the entire summer! If time off is needed for important events such as school orientations, doctor's appointments, emergencies, etc., it must be put in writing via e-mail to Jenna and Joe with as much notice as possible.

If time off is requested it does not mean that your time off is approved. You will receive verification once a sub had been found. If no sub is available, you will be required to work your scheduled shift. You are responsible for checking your program specific schedules to verify when you are or are not working and to make sure the schedule is reflective of your approved time off. Please follow the policy written below:

If you are **sick*** or need last minute **emergency** time off the following is the process:

1. You must call Joe on his cell phone 952-215-9769 (Please use courtesy and remember it must be an emergency if calling during non-programming hours). Be sure you leave a message on his voicemail if you do not speak to him personally.
2. If you do not talk to Joe directly you should call Jenna Smith at 612-499-4352 and leave a message on her voicemail if you do not speak to her personally.

*Please refer to the All Staff Manual for the City's Sick Policy.

Mileage Reimbursement

You can receive mileage reimbursement when driving from the Tuesday meetings to your park. Please refer to the all staff manual for more information.

Lost and Found Policy

Lead staff should designate a location for keeping found items during the summer at your site. Please label the area and inform all staff and children of the lost & found item area. For all items found, staff should use making tape to label the item with date found and park name. Items should be returned directly to the owner (or parent).

Items of negligible value:

Items such as underwear, socks, plastic water bottles, etc. should be discarded.

Valuable items:

Items of great value (i.e. electronics) should be kept locked up. If this is not possible, label when and where it was found and contact your supervisor, Playgrounds Coordinator or Assistant Coordinator to bring it to City Hall for safe keeping (they can claim the item at the Parks & Recreation office).

Perishable items:

If you are keeping any found lunchboxes or plastic storage containers, please empty all food contents and label the item with date and park name before putting them in lost and found.

Unclaimed Items:

All items should be returned to the Parks & Recreation Office at the end of the summer. No water bottles, sunscreen, or bug spray should be returned to the office, please discard these items. Please use your discretion and throw any items that are “broken” beyond reasonable use (for example: broken swim goggles). Unclaimed items will be kept at City Hall for 30 days after the program ends for pick-up. Anything unclaimed beyond 30 days will be donated.

Park Keys

Lead staff will be issued keys for the shelter at your designated park. You are responsible for controlling these keys and returning them to your supervisor at the end of the season. Keys are the property of the City of Bloomington and duplicating them or loaning them to an unauthorized person is absolutely prohibited. The cost for replacing a key is \$100.

Seasonal Employee Evaluation

We have very high standards for our staff and are committed to providing the right supports that allow staff to succeed. **Communication is the key!** We will be completing mid-season and end-season evaluations with everyone on staff regarding their performance. The evaluations will address the four key components of who you work with throughout the summer: participants, parents/community, peers, and leadership. Evaluations are to be used as tools to ensure we are effectively training and equipping our staff, as well as a formal measure to determine if staff are meeting the established expectations. Evaluations play a role in re-hiring staff. If you are seeing inappropriate behavior by another staff member please report it to your supervisor as soon as possible. See *Appendix A* for example of Seasonal Employee Evaluation.

Lunch Program

There is a free lunch program for certain playground locations this summer. The lunches are provided by Bloomington Public Schools through a federally funded lunch program.

The free lunches will be served all summer due to area eligibility for the following programs:

- **Summer Adventure:** Kelly Park, Running Park, and Smith Park
- **Playground Partnership Program:** Westwood Park and Smith Park

Parks who have it available will need to have a sign-up sheet available for participants to sign up each day. Lead staff will need to call in “lunch counts” each day for the correct number of lunches you will need for the day.

See contact list for phone numbers to call to request lunches.

The BPS lunch staff or the coordinator/assistant coordinator will be dropping them off each day at Kelly and Running and park staff are needed to make this run smoothly. Parks & Recreation Staff will be delivering the lunches to Smith Park each day.

If a participant has special dietary needs or food allergies we strongly suggest they bring their own lunch. Lunches will be provided on Super Event days but are **NOT** provided for staff.

Cell Phones

Park Cell Phones

All program sites have cell phones. The communication made from the cell phones (whether talking or texting) should be **business orientated**. Keep in mind that anyone can view the messages at **any** time; this includes supervisors, coordinators, and even residence of Bloomington.

The park cell phones should be brought everywhere with lead staff to communicate with coordinator and supervisor. The participants will be allowed to call home if they need to, but staff is advised to stand next to the participant while they are making any calls. The phone is your means of communication with emergency services and your supervisors. It is your responsibility to take care of it. If you lose it there will be a replacement fee.

Personal Cell Phones

Personal cell phones should not be used during work hours. Your focus should be strictly on the participants while you are working. If for some reason you *need* to have your phone on you (i.e. medical, family emergency), please let your coordinator know ahead of time. The City is not responsible for lost or stolen phones.

Care of Park Facilities and Equipment

As you walk through your park, look for trash, unsafe situations, or broken equipment. Even though there are park maintenance workers we work as a team to keep the park clean for the children and the public. Take pride in your park and the participants will too.

Buildings

Please do **NOT** allow writing on the walls, throwing objects in building, jumping on benches or tables, sitting on any tables, water activities inside the building, riding bicycles, rollerblades, and skateboards inside the building. **All garbage from inside the building should be taken out at the end of each day.**

Bathrooms

Please keep swept and maintained daily. Check the toilets before closing each day and flush if necessary. Please report any damage, or maintenance to the plumbing. Please keep sinks clear of sand. *Other people use the park shelters after hours so be sure to keep clean as much as possible.*

Floors

Please keep swept and maintained daily. Immediately wipe up any spilled liquids.

Security

Immediately report **any** vandalism (call your supervisor and fill out report). Do not lose your park shelter key, and lock buildings whenever you leave, even if you'll still be in the park. Cell phones should not be left unattended and should be locked up each night. The playground binder should be locked up at all times. There is confidential information in the binder that should only be seen by Lead Staff or other authorized staff.

Supplies

Treat any supplies you have with respect. You are the role model for the kids; show them how to play with the equipment, and other supplies. Put away games, craft supplies, and equipment after each activity. Get the participants involved so they feel a sense of responsibility to their park and supplies. *(If any supplies are needed at your program site, please contact your supervisor or coordinator.)*

Carelessness and negligence in the handling or control of City property or facilities is not permitted. **Jenna gets notification from maintenance staff when the buildings are not being maintained well.**

Sunscreen

Sunscreen is one of the most disregarded safety items during the summer season. It is advised for staff to wear the appropriate SPF for his or her skin. Baby oil and other oils are NOT recommended. Please remind the participants to apply and reapply their sunscreen each day especially when at the pool. **Do not allow participants to share sunscreen. Some participants have allergies and should bring their own. Do not apply sunscreen on the participants unless they have a Sunscreen Authorization Form on file.**

Policies to Protect Staff & Participants

Social Media & Personal Contact Information

Staff should not give out their personal phone number, e-mail, Facebook, SnapChat, InstaGram, Twitter, Vine, etc. information to any participant or parent.

Contact Outside of Program & Transportation

Staff may not invite participants to their home, go to the participant's home, or have other contact with children outside the program without prior approval from your Supervisor and the participant's parent(s). *This includes working with the participant as a babysitter, personal care attendant, etc.* To protect you and the City from liability, staff may not transport children in their personal vehicle. The parent is the only one who should be allowed to transport the child(ren) unless prior documented authorization has been given by the parent or guardian. Contact your supervisor with any concerns.

Parent Involvement

When addressing a behavior issue, be sure you are speaking with the parent or the authorized guardian (listed on their registration) of the child(ren) involved. Please make sure the guardian you are speaking with only hears the name of their child and a generic term for the other participant(s) involved. The conversation must remain professional and maintain a level of confidentiality to protect those involved. Please contact your coordinator or supervisor with any concerns.

Confidentiality & Reporting

Staff must report immediately any signs of possible child abuse, neglect or injury to their supervisor and must follow up their observation in writing. Contact your supervisor if you need advice or help with a concern. Do not talk about participants outside of the program, even with other P&R staff. Maintain professionalism at all times. You do not want to say anything that you would not say in front of the participant, parent, or supervisor.

Professionalism

Everyone is responsible for their own actions and has been informed of our policies and expectations. Be enthusiastic and willing to help where needed to get work done efficiently. Remember that you are representing the City of Bloomington and your conduct at work is essential to doing a good job. Offensive conduct, dress, or language is absolutely not permitted and is grounds for dismissal. Staff should be actively involved with participants throughout the day and should keep "sitting time" to a minimum. When interacting with the public (including participants and parents), treat each person with dignity and consideration.

Establishing Rules

It is important for each park to have rules and consequences and have the rules displayed and easily accessible within the park shelter. Participants need structure and consistency. Do not allow participants to get away with breaking the rules; they will continue to do it, and it will be harder to get that child and all participants to listen and follow the established rules. *Refer to Care of Park Facilities and Equipment for topics to bring up during the rule making process.*

When making rules, remember:

- Keep rules short and to the point.
- Rules should be simple and make sense.
- Make rules as a group so children have ownership.
- Post rules within the park shelter.
- Have participants sign the bottom.

Logical Consequences

Children are more apt to learn from mistakes when adults or staff members implement consequences that show respect, relevancy, and that are realistic. Consequences applied with respect, relevancy, and realistic guidelines help children understand the consequences of their own choices and, hopefully, help them learn from their mistakes.

Respectful

Respect is conveyed through words and nonverbal gestures.

- Use a normal tone of voice. Avoid sarcasm.
- Speak directly and quietly to the participant. Avoid calling across a room or raising your voice.
- Focus on the deed and not on the doer. Convey that you object to the behavior, not the child.
- Be clear and firm and don't negotiate.

Relevant

A consequence needs to be logically related to the students' actions.

- It helps children see a cause and effect.
- It references the rules.
- It focuses on the specific problems created when rules are broken.
- It focuses on individual responsibility and accountability for helping preserve a safe and fun environment.

Realistic

A consequence should be something the staff and participant can follow through on.

- There is a reasonable follow-through action expected by the student.
- There is a clear time frame that is appropriate to the developmental age of the student and the behaviors of the student.
- Time frame makes sense - it is not too long and thus harsh, or too short and thus ineffective. (Remember, children need on-going opportunities to learn from their mistakes, develop their self-controls, and regain trust).

Sample Schedule

9:30 AM	Free Time
10:00 AM	Group Games, Activity 1
11:00 AM	Arts & Crafts
12:00 PM	Lunch/Free Time
12:30 PM	Board/Card Games
1:30 PM	Water Games
2:30 PM	Group Games, Activity 2
3:15 PM	Park Clean-up

THE FOLLOWING ARE WAYS TO ENSURE THAT A GAME IS AN ENJOYABLE TIME FOR ALL:

- 1. CHOOSE TEAMS RANDOMLY-** An extremely damaging way to choose teams is to have a captain pick teams. Those chosen last feel inferior and become the ones who avoid games. When teams do not have to be exactly the same number, try dividing the group according to birthday. Another way is to have the players count off. If two teams are needed, they count off one-two, one-two. If three or more teams are needed, they count off in threes, fours, and so forth. Dividing teams by color of clothes is also an option. Make a game out of dividing teams.
- 2. UTILIZE A TIME LIMIT, NOT A WINNING SCORE-** Set the amount of time the game will be played. When the time is up, the game is over. Score is not kept, emphasis is on fun, team work, and individual achievement.
- 3. CHANGE TEAMS OFTEN-** Even if the same number of team members is needed for the game that follows select random teams once again. This avoids the pitfalls that can occur in identifying with one group of players. You don't need to change the entire make-up of teams. Example: People who are wearing blue switch sides.
- 4. PERSONAL COMPETITION-** Have students try for their personal best times or attempts. Personal achievement is a great way to increase self-esteem.
- 5. ADAPTATIONS-** Any competitive game can be made cooperative. You can change the rules and the name of the game. For example, kickball can be changed by having all players kick instead of a three out game. Kickball rules can also change by having all players in the field touch the ball before the runner stops. Be creative, use resources, have fun.
- 6. Competition isn't inherently bad, but...**The win-at-all-costs mentality causes many children to feel that they are not skilled enough to compete. Cooperation doesn't have to replace competition. But since there are so many opportunities for people to compete and lose, why not offer some opportunities where everyone can play and win.



SEASONAL EMPLOYEE EVALUATION FOR YOUTH AND FAMILY PROGRAMMING

Employee Name:		Season & Year:	
Program:		Position:	

Developing (D): Performance is below job requirements. Specific improvement requirements were documented and discussed. Improvement has not been observed.	Satisfactory (S): Performance meets job requirements, is effective, competent and achieves the results expected. Does acceptable work in achievement of goals and/or competencies.
Proficient (P): Performance expectations are consistently met and frequently surpassed. Performance is consistently of a good quality.	Distinguished (DI): Superior performance that consistently exceeds the requirements of the position. Work is characterized by accomplishments beyond the job expectations.

MID-SEASON EVALUATION

___ / ___ / ____

Celebrations	Recommendations	Goals

Employee

Date

MID-SEASON SIGNATURES

Coordinator

Date

Recreation Supervisor

Date

END OF SEASON EVALUATION

___ / ___ / ____

When working with <u>kids</u> , staff...	Comments/Justification:
<ul style="list-style-type: none"> ◆ Engages in activities throughout the day and encourages participation. ◆ Uses positive redirection to appropriate tasks and behaviors. ◆ Follows through with expectations and policies of program. ◆ Proactively creates opportunities in recreation, and encourages social interaction. ◆ Shows and acts upon awareness of environmental and participant safety. ◆ Creates inclusive environment, providing opportunities for success. ◆ Builds and maintains positive relationships. ◆ Maintains supervision and discipline of participants. 	

When working with <u>peers</u> , staff...	Comments/Justification:
<ul style="list-style-type: none"> ◆ Collaboratively works role reversal between program and inclusion staff. ◆ Fosters a team approach with leading and supporting roles. ◆ Recognizes and takes initiative with program needs. ◆ Communicates effectively. ◆ Builds and maintains positive and professional working relationships. ◆ Collectively works together to complete daily notes and other paperwork. ◆ Provides mentorship for volunteers. ◆ Is actively involved in planning, organizing, and leading activities. 	



SEASONAL EMPLOYEE EVALUATION FOR YOUTH AND FAMILY PROGRAMMING CONT.

When working with <u>families & community</u> , staff...	Comments/Justification: <input type="checkbox"/>
<ul style="list-style-type: none"> ◆ Maintains professionalism. ◆ Builds and maintains positive relationships. ◆ Demonstrates proactive and effective communication. ◆ Addresses safety and/or maintenance concerns that may arise. ◆ Represents the City of Bloomington and program with integrity. ◆ Problem solves, using families and community agencies as resources. 	

When working with <u>leadership</u> , staff...	Comments/Justification: <input type="checkbox"/>
<ul style="list-style-type: none"> ◆ Follows communication protocol. ◆ Maintains timely documentation. ◆ Is receptive to feedback and evaluation. ◆ Follows through with feedback and is growth-minded towards improving performance. ◆ Is actively engaged in staff meetings. ◆ Maintains positive and professional relationships with everyone in leadership. 	

Should this person be considered for rehire? (This is a recommendation, but does not ensure future employment.)	
	Yes
	Needs to reapply and be screened with new applicants
	No
<p>All above ratings are subject to change based upon information that become available after evaluation is completed, including annual background checks. If this occurs, employee should be notified as soon as possible.</p>	

DATE OF TERMINATION: ___ / ___ / _____

**END OF SEASON
SIGNATURES**
