



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, February 03, 2021
5:30 PM

Location: Zoom Meeting

Parks and Recreation Meeting
5:30 PM

1. **ZOOM MEETING INFORMATION**

a. Topic: Parks & Recreation

Time: Feb 3, 2021 05:30 PM Alaska

Every month on the First Wed, until Jun 2, 2021, 5 occurrence(s)

Feb 3, 2021 05:30 PM

Mar 3, 2021 05:30 PM

Apr 7, 2021 05:30 PM

May 5, 2021 05:30 PM

Jun 2, 2021 05:30 PM

Join Zoom Meeting

<https://zoom.us/j/97920240985?pwd=UEVycklPd2VPL2FxQXE1UVd4NWFBZz09>

Meeting ID: 979 2024 0985

Passcode: 352751

One tap mobile

+16699006833,,97920240985#,,,352751# US (San Jose)

+12532158782,,97920240985#,,,352751# US (Tacoma)

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+1 301 715 8592 US (Washington DC)

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Meeting ID: 979 2024 0985

Passcode: 352751

Find your local number: <https://zoom.us/u/actSWYhrNH>

2. **CALL TO ORDER**

3. **ROLL CALL**

4. **AMENDMENT TO AGENDA**

5. **APPROVAL OF MINUTES**

[a.](#) Parks & Recreation Advisory Board meeting minutes attached from January 20th, 2021.

6. **CORRESPONDENCE**

7. **PERSON'S TO BE HEARD**

8. **BOARD MEMBER REPORTS**

9. **DIRECTOR'S REPORT**

[a.](#) February 2021 Directors Report

10. **FACILITY MAINTENANCE REPORT- None**

11. **UNFINISHED BUSINESS**

[a.](#) Staff Handbook Review and Discussion

12. **NEW BUSINESS**

[a.](#) FY22 Budget and Department Goals Review and Discussion

b. Pet Waste Management Outreach Event Planning

c. Summer Recreation Discussion and Planning

13. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD
 REGULAR MEETING JANUARY 20TH, 2021
 5:30 P.M. ZOOM MEETING AND PUBLIC WORKSHOP
 MINUTES

PUBLIC WORKSHOP: Saturday Operating Hours and Aquatics Activity

In attendance: Kate Thomas, Haig Demerjian, Joan Sargent, Jeannie Arnold, Cindy Martin

- No Community participation.
- Only public comments to date came from Sarah Scambler, requesting that the Saturday open swim remain on the schedule with improved marketing.
- The goal is optimal usage of the current, 4.5 hr. Saturday facility hours.
- Statistically and historically, Saturday has poor attendance in comparison to weekday activity.
- Open swim attendance had been low, although recently participation has increased.
- Suggestions include evening swims, fitness classes, tot swims, open gym, pop-up Saturday night swims, members bring a friend.
- Jeannie supports parent lap swim while children open swim.
- Haig supports shifting hours to 8-12:30.
- Joan stated designated activities increase attendance. Noticing the in-water weekday fitness classes.
- Jeannie noted the 5:30 Open Swim makes is difficult for some working parents to get there on time.

REGULAR MEETING

CALL TO ORDER:

Meeting was called to order at 6:15 PM

ROLL CALL: Haig Demerjian, Joan Sargent, Jeannie Arnold, Cindy Martin

AMENDMENT TO AGENDA:

- A. Joan Sargent moved to amend the agenda to include review of the Mission Statement and Core Values as Item B under Unfinished Business. Jeanie Arnold 2nd. All in favor. (Sections of the past meeting minutes did not account for the approved revisions- this action allowed to a formal approval of the final version presented)
- B. Joan Sargent moved to add discussion of Spring Events and Projects under New Business. Cindy Martin 2nd. All in favor.

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from December 9th, 2020.
 - a. Jeanie Arnold moved to amend the minutes to reflect Joan Sargent as Vice Chair of the Advisory Board. Joan Sargent 2nd. All in favor.

- b. Joan Sargent moved to amend the minutes to exclude action taken on the Mission Statement and Core Values as the minutes did not include a final approved version of those items. Jeanie Arnold 2nd. All in favor.
- c. Jeanie Arnold moved to approve the minutes from the December 9th meeting with the amendments proposed. Cindy Martin 2nd. All in favor.

CORRESPONDENCE: None

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS:

- Joan is concerned about ballfields and Nature Trail becoming a dog park.
- Superintendent Debbie Lancaster reached out to Jeannie regarding student mental health.
- Cindy asked about the outdoor, alternative to the indoor, Winter Challenge. Due to complexity and promotion, it can be viewed as a programming experiment: 4 Participants.

DIRECTOR ORAL REPORT:

- A. According to the city manager, perhaps, 501C3 status could be achieved by merging City entities: (1) Nolan Center (2) and Library and (3) Parks and Rec to create "Recreation and Cultural Services."
- B. New lifeguards are Liana Carney and Dylan Phelps.
- C. Resuscitation equipment has been purchased.
- D. Water Aerobics has a positive turnout. Michael Bania anticipates returning.
- E. Youth Swim starts next week.
- F. Parent and Me Swim Lessons have been successful.
- G. Kiddy Pool is open during lap swim.
- H. Kate's interest in a Youth Outdoor Series includes Fire building, Map and Compass, Hike Mt. Dewey, 4-Square.

FACILITY MAINTENANCE ORAL REPORT: Lane Fitzgerald has been hired as the custodian light maintenance staff.

UNFINISHED BUSINESS:

- A. Staff Handbook- tabled until February
- B. Review of Mission Statement and Core Values
 - a. The board revisited the Minutes with the aid of a ZOOM document managed by Kate. Literally, being on the same page, was an efficient means to reach consensus.
 - b. Joan Sargent moved to adopt the revised Mission Statement and Core Values. Jeanie Arnold 2nd. All in favor.

MISSION STATEMENT

Wrangell Parks and Recreation Department's mission is to support active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.

CORE VALUES

BUILD RELATIONSHIPS

We build joyful relationships with a diversity of patrons and strengthen our network with other organizations which enhances our success.

INTEGRITY

We become stronger by sharing information and experiences, reflecting on our successes and failures in our decision making.

EMBRACE CHANGE

We face challenges and crisis with positive resolve, supporting each other and the community of Wrangell at large. We enthusiastically consider and develop new ideas and programs.

SUSTAINABILITY

We work diligently to maintain our programing, facilities, customer service and affordability.

VALUE COMMUNITY

We develop programs that embrace all in our community and offer opportunities for people of different physical, social, and cultural backgrounds.

EDUCATE

We commit to seek knowledge on current trends and to teach the community the importance of healthy living.

NEW BUSINESS

- A. Facility Operating Schedule.
 - a. In reference to public meeting discussion. Jeanie Arnold moved to direct Kate to engage in a Public Survey re: Saturdays. Joan Sargent 2nd. All in favor.
- B. Spring Events and Projects
 - a. MARCH: Proposed event to reach public to address cost of cleaning dog poop in Nature Trail area. Board members are willing to poll usage, offer dog treat and a bag.
 - b. APRIL: Town Clean Up. One idea is put out a call to all City departments and volunteers to clean between Petroglyph Beach and Heritage Harbor, including Outer Drive and Case Avenue. It is hopeful clean-up can be structured with input from Paula Rak and Kim Wickman. IGAP.

ADJOURNED: 7:20 PM

NEXT MEETING DATE: February 3, 2021

NEXT AGENDA ITEMS:

- Staff Handbook
- Public Outreach Event- Pet Waste

To: Borough Manager, Lisa Von Bargen
 CC: Borough Assembly, P&R Advisory Board
 From: P&R Director Kate Thomas
 Subject: P&R Department Report
 Date: February 2nd, 2021

FINANCIAL & FACILITY REPORT

COMPARISON	MONTH	2019	2020	%
ATTENDANCE	October	1179	669	57%
REVENUES	October	\$8,344.19	\$2,532.64	30%

**please note that SEARHC contributed \$7,000 to their employee & client fund in the month of November.*

ATTENDANCE	November	870	279	32%
REVENUES	November	\$6,908.21	\$9,199.64	133%

**please note that the facility was closed from November 13th thru December 15th, 2020 for maintenance and COVID.*

ATTENDANCE	December	929	271	29%
REVENUES	December	\$5,477.80	\$1,334.89	24%

**percentages are calculated by dividing 2020 attendance/revenues by those from 2019.*

COVID MITIGATION PLAN

Staff have been working with the Emergency Operations Center to review the facility's safety mitigation plan for updates and new content. Along with a full review of the departments existing plan, a matrix is being established for mitigation measures based on current operations and an increased/decreased risk level within the community.

P&R ADVISORY BOARD

The department is pleased to announce that all vacant board positions have been filled. Three positions have been open since the fall of 2020. Mayor Steve Prysunka appointed Joan Sargent, Jeanie Arnold and most recently Liz Bunes in that time. Haig Demerjian and Cindy Martin are long time board members, who are maintaining the structure, goals and momentum of the board while welcoming new persons. Director, Kate Thomas is very excited to have a complete board with new members already showing strong engagement. Read the tribute to exiting board members and recruitment content for new in this [newsletter](#). The Advisory Board most recently reviewed, revised, and approved new language for the department's mission statement and core values. Currently, the board is working on review of newly constructed Employee Manual Handbook and developing plans for a Pet Waste Education campaign.

EMPLOYEE MANUAL HANDBOOK

Director, Kate Thomas conducted research on the value and importance of having an Employee Manual Handbook which included a two-hour long training through the Foraker Group (paid for by employee \$25). Kate determined that there is much value in establishing resources that enhance consistencies and create structure for new staff members in the introduction and development stage of their employment. With a two-person administration team and many temporary part time employees this type of structure is critical. The Employee Manual Handbook document is currently under its first draft review by the Advisory Board. The Borough Manager and Attorney will also have a chance to review the document before its approval.

CUSTODIAN LIGHT MAINTENANCE

The department is pleased to announce the hiring of Lane Fitzjarald for the Custodian Light Maintenance position. Lane comes to the Borough with 15 years of experience working for Alaska Crossings as their Out Tripping Center manager and more than five years of private business ownership in marine security. Lane began his employment with the Borough at the beginning of January. Upon arrival into the position Lane was trained in use and application of Dude Solutions and ASANA. Both software programs are for tracking projects and preventative and corrective maintenance.

RECREATION COORDINATOR & STAFF

Lucy Robinson celebrated her three-year work anniversary in December of 2020. Lucy has done a tremendous job crafting media, program promotions and revised marketing content for the department. In addition to developing, implementing, and facilitating programs, Lucy is responsible for lifeguard in services and staff scheduling. The department is pleased to have a stable management team with strong temporary staff retention. Although the average tenure of a high school aged employee is two years, there are many adult staff who utilize parks and recreation as a second income or retirement position who have been with the department anywhere from three to eight years. The department values its staff and strives to cultivate a positive and productive work environment for all.

CITY PARK (PLAYGROUND CREEK)

Made possible by a partnership with The Southeast Alaska Watershed Coalition (SAWC), the greenspace surrounding the bath houses at City Park will receive funds to improve the land with a rain garden. SAWC applied for grant funds through the State of Alaska Department of Environmental Conservation's Alaska Clean Water Actions. Award notifications were sent and received at the end of January. Wrangell was selected as one of the 2021 projects. The project proposal is included at the end of the report for further reference, along with the Borough's letter of support.

PET WASTE EDUCATION & OUTREACH

Staff are working alongside the Advisory Board to establish content for pet waste education media, along with developing plans for outreach. Wrangell has a persistent issue with dog waste management in most outdoor spaces. Community education is at the core of the solution. Parks and Recreation hopes that by creating more awareness of the concern, the public will begin taking further action by picking up dog waste while using public spaces and encouraging others to do the same. Although details are still being ironed out the plan is to have vibrant signage with educational facts at the entrance to Volunteer Park and reminders to clean up waste along with informational booths at upcoming community markets.

HOT WATER TANK REPLACEMENT

From the Capital Facilities Report: Swimming Pool Domestic Hot Water Tank Replacement. The Contractor has completed construction of the Owner-furnished hot water tanks for the domestic hot water for the Indoor Recreation facility, complete with pipe insulation. Maintenance staff took the opportunity while the water system was shut down to perform some much-needed preventive maintenance and repairs to the water system.

KYLE ANGERMAN PROJECT

The previous update on funding for the Kyle Angerman project held some bad news regarding procuring additional funds from the state. The State of Alaska was unable to review budget amendment requests for the Land and Water Conservation Fund in FY21 because the state did not authorize spending for that

program, resulting in a loss of receipt authority, meaning that they could not distribute funds that were not already guaranteed in a grant agreement. Since, the Governor has included a line item in the FY22 budget that includes expenditures for administration and matching funds. While the budget has not yet been approved this shows some promise in covering the funding gap that exists currently. In preparation for the new fiscal year and state review of the additional funds request, Parks and Recreation has been encouraged to submit paperwork early as to not delay the process further. Additionally, more positive news came from the Rasmuson Foundation, who has opened their Tier 1 Grant program, following a halt on awards that were not related to COVID-19. The department is currently revising its previous application for submission.

RESPIRATORY PROTECTION PROGRAM

Director, Kate Thomas is currently reviewing the Borough's respiratory protection program for updates. To aid in the review, Kate completed a training facilitated by APEI, the Borough's insurance provider, outlining the requirements in policy and procedure. The Fire Department recently acquired a quantitative fit testing machine with an ability to fit test for several variations of respirator. Capital Facilities selected and purchased an adaptor that will enable the department and others to fit test several different brands and models of full and half face respirators. This information will be included in the policy. Kate plans to review the policy with an OSHA Education Consultant to ensure all basis have been covered.

PARENT & ME

In collaboration with Briana Schilling, Wrangell Parks & Recreation is offering a PARENT AND ME SWIM LESSON PROGRAM that includes 4 Saturday lessons for children 12mos-3yrs, instilling valuable swimming skills, an awareness of aquatics safety and an opportunity to bond with their parent. The program has ten sets of participants. It is extremely popular, which was highlighted by the rate in which the program filled. The department is planning to facilitate a second round of programming beginning at the end of February.

YOUTH LAP SWIM

The first youth lap swim started at the end of January. There are two combinations of weekdays that participants were able to choose from: Monday & Wednesday, Tuesday & Thursday. Swimmers were only allowed to pick one combination to allow for more participants to enroll. Recreation Coordinator, Lucy Robinson establishes a daily workout and encourages each child to set a daily lap goal. The expectation is that swimmers are meeting their daily goals and actively swimming for the hour they are in the swimming pool. All 20 slots were filled prior to the first day of programming. This is a low maintenance program which empowers youth to remain active outside of school hours.

PICKLEBALL

Pickleball is made possible by the hands of two volunteers with a passion. Both Chris Johnson and Vincent Balansag volunteer their time to oversee the gymnasium during this activity. It is open to participants ages 18 and up. To get the program started Chris Johnson donated a pickleball net and paddles while the department got a feel for community interest. The department believes adult recreation is crucial to an overall quality of life. It is regularly spoken that youth who have active parents will have a much higher likelihood of establishing a lifelong relationship with health and fitness. To that end the department strives to create program opportunities for all ages as it is able.

WINTER RECREATION

Recreation Coordinator, Lucy Robinson is working with a group of volunteers to establish a series of winter recreation opportunities for youth. The program will closely model (on a small scale) the activities facilitated in the Summer Recreation program. Similarly, to the youth lap swim program, there will be weekday combinations that participants will get to choose from. Activities range from arts & crafts to sporting activities. Groups will remain small to be consistent with the departments COVID mitigation measures established in a facility wide plan. This pilot program will help set the framework for summer activities similar in nature.

MISSION STATEMENT AND CORE VALUES

The Advisory Board recently reviewed, revised, and approve the departments Mission Statement and Core Values. The final version is provided below.

Wrangell Parks and Recreation Department's mission is to support active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.

BUILD RELATIONSHIPS

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Project Overview: City Park / Playground Creek Rain Garden

The Southeast Alaska Watershed Coalition (SAWC) requests the support and partnership of the City and Borough of Wrangell (CBW) for the development of a Stormwater Best Management Practices project at City Park.

SAWC seeks to apply for grant funds through the State of Alaska Department of Environmental Conservation's Alaska Clean Water Actions (ACWA) Grant for the design and construction of a rain garden near Playground Creek at City Park.

A 2019 [Wrangell Area Watersheds Assessment](#) concluded that existing infrastructure and topography at the entrance to City Park are diverting stormwater runoff from Zimovia Highway into Playground Creek, and contributing to water quality and habitat degradation in the stream utilized by rearing Coho salmon, Dolly Varden char, and Cutthroat trout. Installing a rain garden to capture and treat this runoff is a simple and effective way to mitigate these impacts, improve water quality within the stream, and provide an opportunity to educate our community on the benefits of good stormwater management.

As the proposed grantee, SAWC would be responsible for obtaining, managing, and reporting on grant funds, as well as managing all aspects of project development, implementation, and maintenance or monitoring upon completion.

Pending project funding, as the site landowner and key community stakeholder, the CBW's obligations would be to provide some review and approval to project plans, and permit access to the project site for implementation.

Project Goal: Mitigate water quality and fish habitat impacts from Zimovia Highway stormwater runoff entering Playground Creek.

Project Concept:

- **Establish a hardened, permeable trail surface at the entrance to City Park bathroom facilities** to allow for foot traffic and facilities maintenance access while reducing impacts from erosion and sediment load entering the stream.
- **Install a rain garden to the west of the bathroom facilities**, where stormwater currently diverts directly into the stream. The rain garden would be strategically designed with layers of rock, soil, and native vegetation to capture and filter stormwater before it reaches the stream.
- **Plant the streambank adjacent to the bathroom facilities with native vegetation** (willow, salmonberries, etc.) to stabilize the streambank, reduce erosion and sedimentation, and mitigate impacts from stormwater runoff entering the stream.
- **Install a parking barrier** to protect the site.
- **Install an interpretive sign** at the project site explaining the importance of stormwater management best practices to protect fish habitat.

For the purpose of submitting an application for ACWA grant funds to implement this project, SAWC requests a letter of support from the CBW stating their engagement as a project partner and their permission to carry out the project on Borough property.

SAWC has implemented similar rain garden projects in Skagway and on Jordan Creek near the airport in Juneau. For reference, a detailed overview of these projects can be found here:
<https://www.alaskawatershedcoalition.org/2015/10/juneau-rain-garden-to-treat-stormwater/>



November 9th, 2020

City of Wrangell
Parks & Recreation
PO Box 531
Wrangell, Alaska
99929

Attn: Angie Flickinger, Southeast Alaska Watershed Coalition
Re: Support for Proposed Playground Creek Rain Garden Project

The City and Borough of Wrangell Parks and Recreation Department supports the Southeast Alaska Watershed Coalition's (SAWC) efforts to improve stormwater management and water quality entering Playground Creek, through the construction of a rain garden and rock swale at Wrangell's City Park. Playground Creek supports coho salmon, Dolly Varden char, and cutthroat trout, and the Parks and Recreation Department recognizes the importance of maintaining good water quality for fish habitat.

By implementing a rain garden and rock swale near the entrance to City Park, excess sediment, harmful hydrocarbons, and other common stormwater runoff pollutants will be filtered out before entering the stream. As well, this project provides a valuable opportunity to educate the community of Wrangell on the importance of stormwater management best practices to mitigate water quality impacts.

The City and Borough of Wrangell Parks and Recreation Department will commit approximately 2,000 square feet of the Borough's property at City Park for the construction of the rain garden and barrier fence. The City values this property at \$48.50 per square foot for a total value of \$97,000.

Sincerely,

Kate Thomas

Kate Thomas
Parks & Recreation Director
City of Wrangell

WRANGELL PARKS & RECREATION
EMPLOYEE HANDBOOK
APPROVED FEBRUARY 2021

1) Department Introduction

- a) Building families, healthier lifestyles, developing lifelong skills, reducing stress, and creating a sense of belonging are just a few of the benefits gained from participating in Parks and Recreation programs. The City of Wrangell Parks and Recreation Department prides itself on providing quality enrichment, educational and social programs in the areas of sports, health and wellness, aquatics, youth and senior development and special events for all ages, individuals, and families alike.

2) Workplace Culture and Personal Conduct

- a) City of Wrangell Parks & Recreation expects that its employees will meet ethical and professional standards for personal conduct and work performance. All employees have the right to work in a positive environment which is free of harassment, threats, intimidation, violence, or any other misconduct. Any violent, intimidating, threatening, or harassing behavior or other misconduct will not be tolerated in the workplace.
- b) All city employees must perform their duties in a manner that maintains and enhances public confidence and trust. Trust and mutual respect are the cornerstones of any relationship between employees of the city and the public it serves.
- c) The City's Parks & Recreation employees are its ambassadors and are expected to always reflect a professional image. Each Parks & Recreation employee must also be conscious of the City's public duty and their part in the discharge of that duty. They are expected to conduct themselves with highest degree of ethical behavior and integrity both during work hours and off duty hours.

3) Mission

- a) Wrangell Parks and Recreation Department's mission is to support active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.

4) Vision

- a) To create community through programs, activities, and parks.

5) Core Values

- a) Build Relationships
 - i) We build joyful relationships with a diversity of patrons and strengthen our network with other organizations which enhances our success.
- b) Integrity
 - i) We become stronger by sharing information and experiences, reflecting on our successes and failures in our decision making.

- c) Embrace Change
 - i) We face challenges and crisis with positive resolve, supporting each other and the community of Wrangell at large. We enthusiastically consider and develop new ideas and programs.
 - d) Sustainability
 - i) We work diligently to maintain our programing, facilities, customer service and affordability.
 - e) Value Community
 - i) We develop programs that embrace all in our community and offer opportunities for people of different physical, social, and cultural backgrounds.
 - f) Educate
 - i) We commit to seek knowledge on current trends and to teach the community the importance of healthy living.
- 6) Core Competencies
- a) Aquatics & Recreation Management
 - b) Facility Maintenance Best Practices
 - c) Employee Development
 - d) Interpersonal and Communication Skills
- 7) Department Strategies
- a) Communicating the vision
 - i) Communicating the mission, vision and value of parks and recreation to elected officials, staff, volunteers, and residents.
 - b) Forming partnerships
 - i) Actively pursue and cultivate relationships with allied agencies, media, and businesses to further communication the vision and value of parks and recreation.
 - c) Expanding professional competencies
 - i) Building capacity within the department by providing staff training and development that increases skills in areas that are needed for success.
 - d) Demonstrating results
 - i) Conduct research and institute performance measures to document the value of parks and recreation and to influence public opinion and policy.
 - e) Documenting best practices
 - i) Identify, develop and document new or current practices that clearly demonstrate the value of parks and recreation.
 - f) Expanding resources
 - i) Identify new resources and strategic partnerships to move Parks and Recreation toward department goals.

8) Performance Measures

- a) Internal Organization
- b) Interdepartmental Cooperation
- c) Interagency Collaboration
- d) Fiscal Independence
- e) Public Engagement
- f) Facility Improvement
- g) Employee Commitment

JOB CLASSIFICATIONS AND POLICIES

9) Parks & Recreation Employment Positions

- a) Director
 - i) Plans, organizes, manages, coordinates, and participates in providing program of recreation, sports, and leisure activities for the community. Manages and evaluates programs, facilities, and staff who provide a wide variety of services and classes. The Parks and Recreation Programs Director is a supervisory management position that integrates recreation services such as but not limited to a city swimming facility, sports programs, interest-based recreation programs, and classes. The Director oversees the work of a team of seasonal help and independent contractors who deliver specific classes and programs. Advancement to Director requires compliance with the qualifications of the position and the ability to establish goals for the section based on community needs assessment, review of the accomplishments of teams and performance of individuals.
- b) Recreation Coordinator
 - i) Develops, organizes, and manages; staff, contractors, and volunteers in providing recreation and leisure activities for the community. The Recreation Coordinator's task is to supervise and support in instructing various recreational programs and classes, and to help the community through developing and promoting the same.
- c) Light Maintenance & Custodian
 - i) Performs custodial/light maintenance duties at the swim pool, community center and at all parks. The Custodial-Light Maintenance worker is responsible for the upkeep of Wrangell's Parks & Recreation Facilities. The job involves attention to detail, safety, and a strong sense of teamwork.
- d) Head Lifeguard
 - i) To supervise, protect and maintain order and safety in the swimming pool facility. To encourage people to comply with pool policies. To supervise and coordinate staff to ensure safe use of the pool facility, along with teaching learn to swim lessons. The Head Lifeguard has added responsibilities of management and supervision in addition to the tasks of monitoring pool safety, enforcing pool rules, and providing first aid. The Head Lifeguard also must be ready to supervise the total facility operation in the absence of the manager. The essential duties of the position require the head lifeguard

to take charge of the lifeguard team to fulfill their primary duty of providing a safe swimming pool environment.

- e) Lifeguard
 - i) Provides a safe and recreational swimming pool environment. Performs facility custodial functions and teaches learn to swim lessons. Lifeguards supervise, protect, and maintain order and safety in the swimming pool environment, as well as encouraging compliance with pool policies. The essential duties of the position require the lifeguard to observe the users in and around the pool, enforce pool rules and provide first aid if needed.
- f) Recreation Assistants I & II
 - i) Recreation Asst. 1- Plans, organizes, coordinates, and participates in providing effective operation of recreation and education activities for the community, especially youth programs. The Recreation Assistant I is the second level of the Recreation Assistant career path. Employees in Recreation Assistant I are generally more experienced and more familiar than their colleagues with parks and recreation. The Recreation Assistant's task is to assist the Recreation Coordinator in planning and implementing youth activities and various other recreational activities and programs.
 - ii) Recreation Asst. 2- Coordinates and participates in providing effective operation of recreation and education activities for the community, especially youth programs. The Recreation Assistant II is the first level of the Recreation Assistant career path. Advancement to Recreation Assistant I is possible with experience, dedication, and demonstration of having acquired necessary skills and competencies. The Recreation Assistant II's task is to assist the Recreation Assistant I in implementing youth activities and various other recreational activities and programs.

10) Hiring Practices

- a) The City of Wrangell is an equal opportunity employer.
- b) To be considered for employment, person must be 15 years of age and an application for appointment must be completed and on file at City Hall.
- c) Applications will be reviewed by department supervisors and selected applicants will be interviewed for open positions.
- d) Applicants will be hired based upon interview performance, experience, knowledge, availability, and candidate's ability to perform job responsibilities.
- e) Before an applicant can be officially employed and begin work, the following must be completed:
 - i) If under 18, applicant must pick up obtain a Minor Work Permit from the State of Alaska. A guardian must sign the permit and the applicant must return the completed paperwork to Parks and Recreation for state approval.
 - ii) Applicant must present their social security card and valid driver's license or picture ID card to the Parks and Recreation Office. A photocopy of these documents will be

made to accompany the I-9 Employment Eligibility Verification form required by the U.S. Department of Justice Immigration and Naturalization Service.

- iii) Applicant must complete State of Alaska and Federal Tax Forms, Direct Deposit Form, Personnel Policy Acknowledgement Form, Personnel Transaction Form and Emergency Contact Form.
- iv) Copies of all certifications must be on file with City Hall prior to employment.
- v) Permanent staff must complete a drug screening test and criminal background check. Any other staff working without direct supervision void direct management supervision must complete a criminal background check.

11) At Will Employment

- a) All organized recreation, summer seasonal and part time employees are of an “at will” nature.
- b) This term means that the employee may resign at any time and the City as the employer may discharge the employee at any time with or without cause.
- c) An at will employee should not expect numerous warnings and progressive discipline.
- d) As a series of minor infractions or just one major infraction, may lead to immediate termination of employment without warning.

12) Employee Behavior

- a) The City’s Parks & Recreation employees are its ambassadors and are expected to reflect a professional image. Each Parks & Recreation employee should be conscious of the City’s public duty and their part in the discharge of that duty. They are expected to conduct themselves with highest degree of ethical behavior and integrity both during work hours and off duty hours.
- b) The consumption of alcoholic beverages while on duty is prohibited. An employee may not be under the influence of alcohol while in the employ of the city.
- c) It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance on city premises. Violations of this prohibition in the workplace may subject an employee to criminal and/or civil legal proceedings. In addition, an infraction of this policy may result in disciplinary action being taken to include employment termination.
- d) Employees must maintain positive and professional conversation topics while in the workplace.
- e) Employees shall not accept monetary gifts from participants or parents for the work that you are paid to do.
- f) Smoking is not allowed while on duty. Smoking is not allowed in public buildings except in designated areas.
- g) Employees are not allowed to transport participants in personal vehicles at any time.

13) Employee Benefits

- a) Employee Memberships
 - i) Recreation Facility & Swimming Pool Memberships are available for the length of time staff is employed.

- b) Employee Locker
 - i) Employee lockers are provided as an optional benefit.
- c) Paid Training and Conditioning
 - i) Lifeguard and Recreation Assistants are provided with an hour of paid continued education through the departments weekly in-service program. This offering is consistent with industry best practices providing lifeguards and other non-aquatics staff the with routine opportunities to maintain their technical and theoretical first responder skills.

14) Orientation and Employee Onboarding

- a) Complete hiring process
 - i) Application, interview, and employee packet are complete and all necessary background checks and drug screenings are finalized.
- b) Orientation and Onboarding
 - i) Onboarding is the foundation of employment. It gives new employees a glimpse of what its really like to work for Parks and Recreation. A well-structured onboarding process encourages employee engagement and retention. The phases of onboarding include introduction, development, and retention.
 - ii) During the introduction phase of employment, employees are introduced to key players within the department. They have an opportunity to meet with supervisors who facilitate introductions with maintenance personnel and other lifeguard and non-aquatics staff. Second to key introductions the employee is provided with a more detailed review of their job description, core policies and routine procedures. This sets the framework for progress in their position.
 - iii) Following the introductory phase, employees are empowered to develop their skills through a series of shift shadowing experiences. Depending on the role the employee has been hired to fulfill, they may be required to work under the guise of another more senior employee during an opening, daytime or closing shift. Likewise, lifeguards are scheduled to gain experience in all core aquatics activities; lap swims, fitness classes, club/team practices, and open swims.
 - iv) After employees have completed the initial stages of development, supervisors will evaluate their readiness to work independently. If necessary, further training opportunities will be provided. Employees are scheduled based on their availability along with department needs. Each member of the Parks and Recreation team is expected to fulfill a minimum of 6 hours work within the workweek. Employees who have the most consistent availability will be given priority during scheduling.
 - v) Employee performance is continually evaluated. Training and in-service sessions follow an annual schedule with flexibility to tailor training to the needs of the team overall. Parks and Recreation holds a progress-based growth mindset when it comes to managing employees. The department's management team strives to ensure the success of all individuals.

15) Training and Conditioning

- a) Lifeguards and Recreation Assistants are required to participate in weekly in-services. Absences from the weekly in-services must be communicated to a supervisor by telephone. Email or text do not constitute an approved absence. To maintain an active employee status staff must attend 75% of in services in a month.
- b) Non-aquatics staff who work within the swimming pool and recreation facility are also required to attend staff meetings. All facility staff must be trained to the standard of CPR/AED and extrication skills required to assist in an emergency.
- c) Staff are compensated for one hour of in-service training as well as one hour of weekly conditioning. Conditioning must be in the form of swimming. You may use the pool and weight room to stay in shape. Try to do this before or after your shifts.

16) Employee Performance

- a) Report to work at the assigned time, ready for work.
- b) Be flexible in adapting to revisions in work schedules, as requested or as required.
- c) Apply their best efforts to assigned duties, to take initiative in completing tasks and, if requested, to volunteer to assist other employees.
- d) Contact their supervisor as soon as possible if they are unable to report to work or to report to work on time.
- e) Accurately complete and submit time sheets and submit them to their supervisor by the stated deadline.
- f) Become proficient at operating the equipment and computer hardware/software that their supervisors define as being necessary for the employee's job.
- g) Gain knowledge of policies and procedures that define their job.
- h) Report activity that is not in compliance with policies and procedures and take initiative to respectfully educate customers if they are in violation of policy.
- i) Report inappropriate conduct between staff and participants to their supervisor.
- j) Report inappropriate conduct between staff members to their supervisor.
- k) Check equipment and supplies for safety before and after use. Clean and properly store equipment and supplies at the end of their shift.
- l) Avoid internet or social media activity that provides commentary on or opinions of Parks and Recreation policies, procedures, programs, and facilities. Avoid internet activity that is unprofessional or that reflects poorly on the department or City of Wrangell at large.

17) Performance Evaluation

- a) Parttime employees are evaluated for each position they hold within a calendar year. Evaluations are based on the performance of assigned duties and responsibilities outlined in their job description. Additional considerations weighed during evaluations are listed under the above section entitled, Employee Performance. Satisfactory evaluations will be accompanied by a one step wage increase. Merit increases may be provided in addition to the traditionally offered annual step increase.
- b) Evaluations are to be conducted:
 - i) A minimum of one time annually.

- ii) No sooner than 7 business days prior to the employee's last day of assignment.
- iii) No later than 7 business days after the employee's assignment has ended.
- c) All staff should be shown a copy of the evaluation and the supervisor should explain the evaluation process to the employee.
- d) The work performance of the employee should be informally assessed on an ongoing basis throughout the course of his/her assignment. If an employee is not meeting expectations a goal setting meeting to help guide the remainder of his/her assignment.

18) Violations of Code of Conduct

- a) Every Parks and Recreation employee is expected to be aware of and act in compliance with this Code. Violation of these principles and practices is a serious matter and will be dealt with as such by the City. Inappropriate acts that reflect poorly on themselves and/or the City of Wrangell whether on duty or off duty that are brought to the attention of department management may result in termination. Violations will be dealt with on a case-by-case basis depending on the particulars of the case and the best interest of the City.

19) Hep B Vaccine

- a) Employees who work as emergency responders may be exposed to bloodborne pathogens and can receive a free Hepatitis B vaccination paid by the Wrangell Parks & Recreation department.
- b) All employees must complete a Hepatitis B vaccination form with their employment paperwork. If the employee is a minor the form must be completed and signed by a parent or guardian.
- c) If an employee refuses the vaccination, he or she may request one at a later date.

20) Scheduling

- a) Employees will be assigned a work schedule by their immediate supervisor and shall report on time for each assignment.
- b) Weekly work schedules will be posted by the end of the third week of the month for the subsequent month of work. For example, the schedule will be published in the third week of February for the entire month of March.

21) Time off Requests and Resignation

- a) Your requests for days off must be submitted no sooner than two weeks from the requested day of absence. If the status of your availability should change, please notify a supervisor as far in advance as possible by updating your availability in the scheduling application and sending written notification. Whenever possible staff are asked to find a fellow employee to fulfill the shift for which they will absent.

22) Substitutions

- a) Employees unable to work an assigned shift are responsible for finding a substitute to work the assigned hours. You must make your shift available on the scheduling platform

and actively seek coverage from a qualified staff. Any staff filling in must request the available shift they wish to fill.

- b) Supervisors will approve the master schedule of any changes and substitutions. Always inform supervisors of any substitutions. The staff member who assumes the available shift are now responsible for covering that shift or finding a substitute if necessary.
- c) If you cannot find a sub, you must show up for work unless you are unfit to do so.

23) Attendance

- a) Attendance is mandatory for all orientations and staff meetings.
- b) Parttime temporary Aquatics and Recreation employees do not receive compensation for time off (no sick, personal or vacation leave.)
- c) If an employee is unable to report to work at his established starting time, proper notification shall be given to his immediate supervisor with as much notice as possible.
- d) Excused absences are those that meet the department requirements and have been approved by immediate supervisor prior to the absence.
- e) Employees are not permitted to leave their work location without proper authorization from their immediate supervisor.
- f) All employees are expected to be at their assigned workstations and ready to perform their work by the regularly scheduled starting or return from lunch and break times.
- g) Failure to abide by the attendance policy will result in disciplinary action up to and including termination.

24) Tardiness and Absences

- a) You are expected to be on time for your shifts and any scheduled meetings or in-service training sessions. It is mandatory that you are present at all your scheduled shifts and in-service training sessions. Habitual tardiness and failure to report to work shall be cause for disciplinary action up to and including discharge.
- b) If circumstances arise in which you are aware prior to your shift that you will be late or unable to report to work, it is essential that you notify the staff on-duty and the supervisor. This means a phone call and explanation so that the situation is expected and can be responded to. Failure to do this will heighten your infraction.
- c) The supervisor reserves the right to determine the consequences of all infractions individual and separate of each other.

25) Staff Bulletin and Communication

- a) Take the time to review schedules, programs and notices posted on the schedule application hosted online. Please check communications each time you report to work for new postings. The schedule application is a vehicle for employees to communicate with each other and their supervisors. Staff are expected to remain engaged with the scheduling and communication application while they're in active status.

26) Timesheet Policy

- a) All employees are required to report their work hours in their timesheet listed in the online employee portal. This time sheet is the property of the employer and is not to be tampered with or altered in any way. Only the employee and supervisor may enter information on the time sheet. Submitting time for another employee is not accepted. All employees are expected to be at work during the time noted on their timesheet. Alterations regarding recorded hours worked must be done by the supervisor and approved by the employee. Timesheets are due at the end of every month. It is the responsibility of the employee to see that your supervisor receives the timesheet.
- b) A “workhour” is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest quarter of an hour. A workday is defined as eight hours of authorized work. A “workweek” covers seven consecutive days beginning on Sunday at 12:00AM and ending on Saturday at 11:59PM. The usual workweek is 40 hours. “Overtime” is defined as authorized hours worked by a nonexempt employee in excess of 8 hours in a workday or 40 hours in a work week.
- c) Remember that you cannot exceed 40 hours in one week. Refrain from taking on additional shifts that will exceed this limit. Also, you may not exceed 8 hours in one day. Temporary part time staff are not permitted to work over 30 hours a week beyond a period of 6 months.

27) Professional Appearance Policy

- a) Personal appearance creates the first and sometimes only impression the public has concerning our Department. While it is the intent of Wrangell Parks & Recreation that employees are comfortable while at work, the professional image of our Department is communicated, in part, by the appearance our employees present to customers, vendors, partners, and the public in general.
- b) To promote a positive work image, employees are expected to meet reasonable standard of neat appearance and good grooming appropriate to their classification.
- c) As a lifeguard, you will receive a staff shirt that must be worn at all times. It is to be neat, freshly laundered not ragged or torn, sleeves are not to be cut off.
- d) Conservative walking shorts or pants (blue jeans without tears are acceptable) must be clean and in good repair. Cutoffs, short-shorts, halter/swimsuit type tops, are not allowed.
- e) Pool staff may wear tennis shoes, sandals or aqua shoes provided they do not wear them when working non-pool jobs.
- f) Ipods and other electronic media are not permitted while on duty, unless directly used as part of program or activity.
- g) Staff shirts represent our department, even when you are not working. They should not be worn in conjunction with the use of alcohol, tobacco or any illegal or unethical behavior.
- h) Personal protective equipment must be worn when appropriate.

28) Cell Phone Use

- a) Parks and Recreation recognizes that cell phones have become an integral part of everybody's life. We are also certain that they may be a great asset in the workplace if used correctly (for productivity apps, calendars, business calls etc.). Staff are expected to limit personal interactions during work time and make personal calls and/or send personal text messages, tweets or instant messages on non-work time and to ensure that friends and family members are aware of the department's policy. The Borough is not liable for the loss of personal cellular phones, PDAs or other personal electronic equipment brought into the workplace.
- b) The Parks and Recreation department generally expects its employees to use their cell phones prudently during working hours. We rather want to remind employees that excessive use of their cell phone for non-business purposes will mean a decline in their efficiency that will show up in their performance reviews. It is therefore, to the benefit of all to consciously restrict personal use of cell phones and other personal devices.
- c) The following rules apply at all times for both company-issued and personal phones:
 - i) Borough-issued phones are to be used for business purposes only and be preserved in perfect condition.
 - ii) The use of a phone for any action while driving a borough vehicle is prohibited.
 - iii) The download or upload of inappropriate, illegal or obscene material through a corporate internet connection is prohibited.
 - iv) The use of a cell phone's camera or microphone to record confidential information is strictly prohibited.
 - v) Employees must turn off their phones or keep them on vibrate whenever asked.
 - vi) Surfing the internet, texting and talking on the phone should be restricted to a few minutes per day.
 - vii) Playing games on the cell phone during working hours is prohibited.
- d) The Department, however, would not want to have its employees turn off their phones while at the office. Employees are allowed to use their phones:
 - i) During breaks or at lunch hour
 - ii) While on a stationary company vehicle
 - iii) To briefly check important messages
 - iv) To make brief personal calls away from the working space of colleagues, patrons and office
 - v) To make business calls
 - vi) To use productivity apps or other job useful tools

29) Safety

- a) Safety is our number one priority and it is critical that all employees think safety first. Prevention is the key to assuring safe conditions for our customers and employees. Employees are required to check all equipment prior to use and notify their immediate

supervisor if there is a problem. Unsafe equipment shall not be used for any reason. Proper program supervision is essential to provide a safe environment and program for our participants. The immediate supervisor of the program will conduct appropriate staff training.

30) Participant Injury

- a) The primary concern is for the safety of the participant and the employee. In the event of injury to a participant, your primary role is to stabilize the individual and call for assistance if needed.
- b) In the event of a serious injury, call 911 and notify the Parks and Recreation office and/or supervisor if after regular business hours.
- c) Where appropriate, provide necessary equipment to the individual for self-treatment. If appropriate provide assistance.
- d) Take the appropriate steps to notify the participant's family.
- e) Employees will follow department guidelines with respect to Bloodborne Pathogens.
- f) Once the individual has been properly treated, obtain the information necessary to complete the appropriate accident report.

31) Employee Report of Injury

- a) In the event that you are injured while on duty: seek the appropriate level of assistance. If needed, call 911. Notify your supervisor immediately. In the event of potential exposure to blood borne pathogens has occurred, make sure you advise your supervisor and the treating nurses and physicians at the hospital or doctors office of the exposure incident. Proper documentation of the potential exposure must be completed as soon as possible. Employees and supervisors must complete an employee incident report as soon as possible.

32) Incident Reports

- a) Fill out incident reports completely, accurately and promptly. Incident reports should be completed as close to the incident as possible, but should not exceed 24 hours from the time of the incident.
- b) Incident reports are to be reviewed by the supervisor and submitted to the Parks and Recreation office as soon as possible.
- c) Supervisor should obtain more information if necessary. Where appropriate, supervisor should make a follow up call to inquire as to the status of the injured party.
- d) Gather basic data - name, address, and telephone number of injured party along with basic description of what happened.

CUSTOMER SERVICES AND RELATIONS

33) Creating a Positive Customer Experience

- a) As an employee of Wrangell Parks & Recreation you may be the only contact a citizen has with his/her local government. That first contact, first impression, is vital to the

image of the organization. Many individuals quickly form an opinion of an organization based on their initial contact with just one person. Therefore, it is extremely important that our employees understand and effectively carry out a positive customer service image. As previously noted, we are in the service business. How we choose to provide this service directly relates to the image or reputation of our organization. It is our goal to provide quality programs and facilities for our customers (participants) that not only satisfy but also exceed their expectations. There are a number of factors that must be addressed when creating a positive customer service image. The following helpful guidelines were developed to assist you in effectively representing our service image.

34) Providing Information to the Customer

- a) Stop what you are doing, if possible, and give the customer your undivided attention.
- b) Politely listen to the participant's request for information or assistance.
- c) Give clear concise answers and check to make certain your answers were understood.
- d) Be certain that the information that you provide is correct.
- e) Make an effort to obtain correct information for the customer if you do not already have the information needed.
- f) Politely refer the customer to the appropriate staff member if you cannot provide the proper information.

35) Providing Information in hectic situations

- a) Be courteous and polite when giving information.
- b) Present information as concisely and quickly as possible
- c) Keep your primary customer as the center of your attention and finish with them before dealing with the next person in line.
- d) Let those who are waiting for their turn know that you are aware of their presence.
- e) Don't appear frustrated and put upon.
- f) Facial expressions or voice tones that indicate annoyance with customers are not appropriate.
- g) Don't short-change people on information just to get rid of them.
- h) When rushed, don't waste time and words.

36) Explaining rules and regulations

- a) Explain rules and regulations without belittling the visitor.
- b) Keep the situation on a positive note.
- c) Keep your objective, which is to help visitors understand and abide by rules and regulations, clearly in mind.
- d) Give clear explanations about the rules you must enforce.
- e) Don't scold a customer.
- f) Don't demonstrate a self-righteous attitude toward those who have broken a rule.
- g) Explain rules as you enforce them. Don't enforce without an explanation.
- h) Your enforcement of rules and regulations should not be abrupt or hurried.

37) Calming upset customers

- a) Be understanding.
- b) Take the time to listen to the upset customer.
- c) Don't blame the customer for becoming upset.

38) Problem solving

- a) Suggest reasonable alternatives when attempting to honor a customer's request. By your verbal and non-verbal behavior give every indication that you want to be helpful. Deal with each customer as an individual, not as one of a faceless crowd. Impress upon the customer that he/she is important enough to do all that you can when trying to grant a request. Don't make a situation worse by promising things that you cannot deliver. Don't put customer off with a quick or blunt refusal of a request. If a customer should take out his/her feelings on you do not take it personally.
- b) Don't act "put-out" by a difficult request.

39) Courtesy

- a) Attitude
- b) Take every opportunity to be a positive representative of the organization.
- c) Take pride in doing a good job of serving the public.
- d) Don't underestimate your value to the organization.
- e) Don't minimize the impact of your actions on future business.
- f) Don't say to yourself, "let someone else do it" or "this is no concern of mine."
- g) Don't leave public relations to others.

40) Image and Style

- a) Positive results occur when you display courtesy and attention to customers' needs.
- b) First impressions are important. A personal style that includes a friendly smile, pleasant voice and confident delivery conveys the message that you are knowledgeable and helpful.
- c) Body language that reflects approachability and a receptive feeling creates rapport with the customer.
- d) Good posture creates the image of an alert and intelligent employee.
- e) Use proper phone etiquette and put a smile in your voice.
- f) Make an effort to anticipate guest needs in advance.

41) RECEIPT OF ORGANIZED RECREATION HANDBOOK

Programming, Administration and Board Planning and Goals

SWIMMING POOL PROGRAMMING

1. Enhance our existing aquatics schedule by facilitating new activities within current events.
2. Facilitate lifeguard and swim instructor certification courses on an annual basis.
3. Deploy staff onboarding plans with each new hire
4. Coordinate training sessions with outside agencies, specifically the Wrangell Fire Department.
5. Collaborate with WPSD to maintain aquatics programming into physical education programs.
6. Develop stroke development class for adult swimmers.
7. Offer seasonal swim lessons for youth.

RECREATION PROGRAMMING

1. Maintain program offerings that benefit citizens of Wrangell, both adult and youth, by connecting families, increasing physical fitness, reducing stress, and increasing self-esteem and confidence
2. Maintain programming for elementary and middle school students.
3. Maintain programming for adults with volunteer coordinators. (pickleball, mall walkers, softball nights, volleyball, wallyball, beach volleyball, ultimate frisbee, kickball)
4. Plan and implement family activities through the winter months. (gym sports)
5. Host a volunteer recognition potluck/event.

PARKS PROGRAMMING

1. Develop funding packages through grant opportunities to support Helping Our Parks.
2. Create inventory of park facilities to incorporate in preventative maintenance plan.
3. Upgrade park lighting to LED efficient fixtures/lamps.
4. Promote stewardship within parks through the “People in Parks” Campaign.

FACILITY MANAGEMENT & MAINTENANCE

1. Review, develop, and implement maintenance procedures and policies.
2. Review, develop, and implement operations procedures and policies.
3. Develop an Annual Preventative Maintenance Plan.
4. Develop a long-range capital improvement plan.
5. Update Operations & Equipment manuals.
6. Maintain standards to pass DEC pool sanitation inspection annually.
7. Maintain work order assignment and database entries.
8. Maintain monthly facility inspections and reporting for personnel review and assignments.

FINANCIAL GOALS

1. Promote reservations to increase revenue.
2. Increase recreation revenue through program participation.
3. Increase revenue through sponsorships, grants and donations.
4. Increase revenue through seasonal swim lessons as opposed to summer only sessions.
5. Increase wage rates for temporary staff.
6. Organize sponsorships to allow for proper expenditures.
7. Establish a 501C3 to expand funding opportunities.

Advisory Board Assignments and Priorities

1. Annual Parliamentary Training.
2. Develop and implement a monthly meeting content schedule.
3. Develop and implement a policy review schedule.
4. Sponsorship Outreach and Development.
5. Helping Our Parks Planning and Work Assignments.
6. Assist with planning and attend annual BBQ celebration.
7. Sign up for 1-2 service-oriented opportunities annually; tournaments, swim lessons, health fair, party in the parks, summer recreation activity, paddlers potluck and/or talk on the rock.

Annual Human Resources and Administration Assignments

1. Advisory Board meeting management.
2. Routine reports to the school board, city council and borough manager.
3. Recruitment, hiring and retention of personnel.
4. Job description review, revisions and approval.
5. Background Check Program.
6. Program, facility and employee policy review.
7. Fee assistance policy review, revisions and approval.
8. Maintain scheduling and staff communication platform.
9. Create and public newsletter content.
10. Record Retention schedule and management.
11. Recreation management software maintenance.
12. Scholarship application review and awards.
13. Annual project and budget proposals.
14. Annual workplan review, revisions, and approval.
15. Youth User Group management.
16. Purchase order and invoice management.
17. Monthly accounting and credit card reports.
18. Maintain relationship and communications with business accounts.
19. Identify, schedule, and approve items for surplus.

Community Engagement and Communication Outreach

1. Wrangell P&R Website
2. Program Registration and Enrollment
3. Radio and Newspaper Publications
4. Social Media- Facebook
5. School Admin and Board Quarterly Reports
6. Healthy Wrangell Coalition
7. Quarterly Newsletter

P&R Development

1. Park Sponsorships web content development and promotion
2. Youth Sponsorships web content development and promotion
3. Program Sponsorships web content development and promotion
4. Inventory Maintenance schedule development and management

5. Commercial Use Permit policy, application and management plans
6. Staff Handbook policy review, revisions and approval
7. Internship program for summer programming
8. Establish a fee waiver application

Professional Development and Training

1. Sexual Harassment Training
2. Conflict Resolution Training
3. CPR/AED & 1st Aid Training
4. Emergency Response Training
5. Facility Emergency Training
6. Blood Borne Pathogen Training
7. Lifeguard Certification and Recertification
8. Jeff Ellis Annual License and Training
9. Alaska Recreation Conference
10. Trails Conference
11. Certified Playground Instructor
12. Certified Pool Operator Recertification
13. Active Shooter Response Training
14. Certified Parks and Recreation Professional
15. Chainsaw safety and use training for parks maintenance personnel