



CITY OF SANTA BARBARA

PARK AND RECREATION COMMISSION REPORT

AGENDA DATE: July 22, 2009

TO: Park and Recreation Commission

FROM: Recreation Division, Parks and Recreation Department

SUBJECT: Recreation Staff Training and Program Safety

RECOMMENDATION: That the Commission receive a presentation on hourly staff hiring, training, and certification requirements that are essential to the delivery of safe and quality programs for our community.

DISCUSSION:

Currently, the Parks and Recreation Department offers 102 different programs during the spring and summer months, and 88 programs during the fall and winter. Parks and Recreation programs have a great reputation as being safe, affordable and a place where participants will have an enjoyable experience while meeting new friends. Each year Recreation Division supervisory staff collaborates on ways to add new elements to keep training interesting and relevant, and to continue the highest level of training standards for our hourly staff. The Recreation Division employs approximately 350 hourly employees every year, and it is these staff that delivers our programs to the community.

The Department benefits from affiliations with nationally acknowledged training programs including the American Red Cross, and United States Lifeguard Association; however, it is the additional program's specific training that our employees receive which make our programs safe and fun.

Prior to attending staff training all new and returning hourly employees have to in-process at the City's Human Resources Department. The in-processing procedures include INS verification, criminal history background check to identify any prior misdemeanors or felonies, and a Tuberculosis test.

The Parks and Recreation Department annually sustains and provides high quality programs because of the training our new and returning employees receive annually. Moreover, we recruit past participants to become new staff and in recent years, have kept 70% of our staff for more than two years, which ensures program consistency.

Hiring, Training and Certifications by program area

Beach Lifeguard and Junior Lifeguard Instructor

- Minimum physical ability test: 1,000 meter ocean swim in twenty minutes or less, 200 meter run, 200 meter swim, 200 meter run in seven minutes or less, and an 800 meter run in five minutes or less
- Oral Interview
- Full medical screening and drug test
- Attend a twenty hour rookie training for first year staff
- Attend a twenty hour "re-current" training for first year and returning staff
- CPR for the Professional Rescuer, Community First Aid and Safety, and Advanced First Aid (Title 22) certifications
- Beach Lifeguards complete eight hours of shadow lifeguarding with a returning lifeguarding and attend weekly staff meetings during the summer
- Junior Lifeguard Instructors attend a half day camp training with other summer camp and program staff, attend an additional eight hours of program specific training, and attend weekly staff meetings during the summer

Pool Lifeguard and Swim Instructor

- Minimum physical ability test: 500 meter pool swim in twelve minutes or less, perform simulated rescues and retrieve a weighted object from 10 ft. of water.
- Oral Interview
- Attend a twenty hour City pool lifeguard orientation and training academy
- American Red Cross Pool Lifeguard certification (32hrs), CPR for the Professional Rescuer, Community First Aid and Safety, Advanced First Aid (Title 22) certifications
- Swim Instructors must possess an American Red Cross Water Safety Instructor certification (38 hrs.)
- Swim Instructors must attend an additional four hour City instructional orientation and training session, and co-teach one week of swim lessons with a returning instructor
- Attend weekly staff meetings

Summer camp and program staff

- All new and returning staff interview
- Community First Aid and Safety and CPR certifications
- Eight hours of summer camp/program training
- Four hours of program specific training
- Attend bi-monthly staff meetings during the summer months

Class B Drivers (commercial transport of passengers)

- Obtain Community First Aid and Safety and CPR
- Obtain a Class B Driver's medical examination

- Study the California Commercial Driver handbook
- Pass the DMV written Class C and Class B written driving test
- Obtain a Class B Driver's permit
- Practice driving with driver trainer (10 hours)
- Take the Commercial Driver Proficiency Exam
- Pass the pre-trip inspection test and skills test
- Take the DMV driving test
- Enroll in Pull Notice Program

Afterschool program staff

- All new and returning staff interview
- Community First Aid and Safety and CPR certifications
- New staff attend an hourly Orientation and Training (3 hours)
- A-OK and RAP staff must attend:
 - a. Two-day training
 - Leadership and Teambuilding
 - Group management and age appropriate strategies
 - Program curriculum
 - Goals of each individual school
 - State education standards
 - Natural disasters and on site evacuation plan
 - b. Curriculum trainings every 5 weeks

Orientation and Training Manuals

There are 12 Recreation Division orientation and training manuals. Three of the manuals are read by all hourly employees: Hourly Employee Orientation and Training Manual, Strategies for Providing Positive Recreational Experiences, and Inclusion Program Policies and Procedures. Additional manuals are assigned that are specific to their job assignment.

- Summer Camp and Clinic Orientation and Training
- Aquatic Section Orientation and Training
- Aquacamp Orientation and Training
- Junior Lifeguard Program Orientation and Training
- Pool Lifeguard Orientation and Training
- Pool Maintenance Orientation and Training
- Beach Lifeguard Orientation and Training
- Driver Orientation and Training

Training manuals are updated regularly as new procedures, regulations or omissions are identified.

The Recreation Division strives to maintain its high level of program quality and safety, and for this reason, everyone takes training very seriously. Staff takes great pride in reaching or exceeding the expectations of our citizens and understands that training is the beginning building block to achieving positive outcomes in all programs.

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