

Lower Makefield Township Parks and Recreation Department

Training and Promotion

Training:

Lower Makefield Township Parks and Recreation prioritizes education seriously and provides many opportunities for training in order to gain more expertise and experience. Training allows the Parks and Recreation Staff every opportunity to better serve the community.

Union Employees:

There are training opportunities for union employees that are clearly outlined in the union contract. If the Union employee takes certain training, they can make themselves eligible to move up into a new category in the pay scale as noted in the contract.

Administrative staff:

All full-time staff are providing with a list of required training and opportunities.

Requests can be made to the immediate supervisor for any job-related training, training outlined within contract or training opportunity sheet or any training in an area that they are interested in or would like to advance. Training is approved on a first come first serve basis based on budget, timing and employee goals.

All Staff: There is also training provided to all staff in order to be more efficient and safer in their positions.

<p>All Employees:</p> <ul style="list-style-type: none"><input type="checkbox"/> CPR/AED/First Aid<input type="checkbox"/> Sexual Harassment<input type="checkbox"/> Proper housekeeping.<input type="checkbox"/> Safe handling and spill response practices associated with hazardous chemicals they will work with.<input type="checkbox"/> Location of safety data sheets and spill response supplies in their work area<input type="checkbox"/> Fire-prevention practices<input type="checkbox"/> Fire extinguisher locations, usage, and limitations<input type="checkbox"/> Threats, hazards, and protective actions<input type="checkbox"/> Means of reporting fires and other emergencies<input type="checkbox"/> Names of Emergency Action Plan manager and coordinators<input type="checkbox"/> Individual responsibilities<input type="checkbox"/> Alarm systems<input type="checkbox"/> Escape routes and procedures<input type="checkbox"/> Emergency shut-down procedures<input type="checkbox"/> Procedures for accounting for employees and visitors<input type="checkbox"/> Closing procedures	<ul style="list-style-type: none"><input type="checkbox"/> Sheltering in place<input type="checkbox"/> Severe weather procedures<input type="checkbox"/> Heat related illness prevention and response<input type="checkbox"/> Emergency Action Plan availability <p>Training shall also be provided if/when:</p> <ul style="list-style-type: none"><input type="checkbox"/> There are any changes to the plan or facility<input type="checkbox"/> When an employee's responsibilities change<input type="checkbox"/> Annually <p>Pool Specific Training</p> <ul style="list-style-type: none"><input type="checkbox"/> Lifeguard Training<input type="checkbox"/> Certified Pool Operator (Required for all pool managers)<input type="checkbox"/> Pesticide Certification (Required for all pool managers)<input type="checkbox"/> CPR for the Professional Rescuer <p>Camp Specific Training</p> <ul style="list-style-type: none"><input type="checkbox"/> Anaphylaxis and Epinephrine Auto-Injector Certification<input type="checkbox"/> Mandated Child Abuse Reporting Training (For Camp Manager)
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Promotion:

Union Staff can be promoted at any time inline with the pay grades outlined within the Union Contract. When an employee meets the criteria to move up a step the Director will send a formal letter to the Finance Department in order to process a pay level jump.

Promotion within paygrade: All staff will be evaluated annually. If staff have preformed well above expectation an additional promotion within their paygrade could be awarded. All positions will receive a 3% cost of living increase annually.

New Position: The only way to be promoted into a new position is if the position becomes available, or the position that currently exists evolves into something new due to the resident and participant demand. This will all be determined during the budgetary process by the Board of Supervisors.

Open Position: Any open position or new position will be advertised both internally and externally per the Marketing and Community Outreach Plan, and the best candidate will be offered the position.

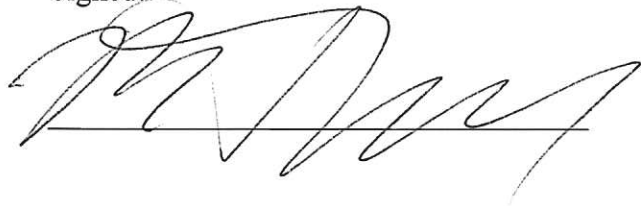
All promotions must be reviewed and approved by the Township Manager.

Administrative Staff

Level	Pay Range	Education
Admin 1	\$30,000-\$40,000	HS Diploma
Admin 2	\$35,000-\$45,000	HS Diploma
Manager 1	\$40,000-\$55,000	Bachelor Degree
Manager 2	\$50,000- \$65,000	Bachelor Degree
Manager 3	\$60,000-\$75,000	Bachelor Degree

Admin 1	Admin
Admin 2	Membership Coordinator
Manager 1	Program Manager
Manager 2	Pool Manager
Manager 3	Operations Manager

Signed:



Dated:

