

**SENIOR OUTREACH
SERVICE COMMITTEE**

Thursday, February 18, 2021

8:30 AM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89479879050>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 894 7987 9050

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the January 21, 2021 meeting
4. BUSINESS.
 - a. Senior Outreach Annual report
 - b. Review draft planning document with Volunteer section developed
 - c. Discuss Administration section of planning document
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

SENIOR OUTREACH SERVICES COMMITTEE

Thursday, January 21, 2020

8:30 A.M.

McFarland Municipal Center

MINUTES

Call to order.

1. The meeting was called to order by Chair Clow at 8:31 am.

Present: Carolyn Clow (Trustee/Chair), Jerry Adrian, Leilani Amundson, Brad Czebotar, Becky Losby, Monica Macarra, Colleen McCormick, Diane Mikelbank, Barbara Vander Werff, Sara Sprang (Case Manager)

Absent: Kathleen Blair, Carol Lobes,

2. **Public Appearance**

No public appearances

3. **Approval of minutes from Thursday, December 17, 2020**

Motion to approve by Czebotar and second by McCormick. Motion carries 9-0.

4. **Business**

984 Meals on Wheels were served in McFarland in December, 2020. 150 takeout meals were served in Cambridge. Case Management hours were 90.75 hrs. for December which was the highest amount of hour for the year. Medicare part D concluded in December. Case Managers were able to complete in person and over the phone appointments. Foot Care remains thru Artistic Salon and Stoughton Home Health. 4H Christmas bags were distributed to 20 older adults and the "not so secret Santa gifts were distributed to Meals on Wheels clients. Nutrition Manager and Volunteer Coordinator will continue to include items in meal bags to celebrate different National Days. Senior Film Fridays, will begin February 5th. Treat bags will be delivered to all Meals on Wheels participants and other seniors that wish to participate. The movie will be shown on McFarland cable access channel. ED Locke Public Library is also partnering with Senior Outreach with the Thread of Resilience projects. Tax clinics are on pause in McFarland and Case Managers are connecting clients with other tax clinics in the area. February newsletter will be distributed soon. A program called, Let's connect-call in program to socially connect Discussion was held on different ways to distribute newsletters. Katie Gletty Syoen will receive training with the new Village of McFarland website.

Review and discuss Volunteer management planning: Diane Mikelbank at Monona Sr. Center spoke about volunteer management at Monona Sr Center.

Mikelbank indicated it is important to provide dedicated space and supplies to volunteers. In Monona, volunteers are trained monthly from how to give good customer service to how to work a fire extinguisher. . Volunteers answer phones and are often the eyes and ears of the Senior Center. Mikelbank said it is important to appreciate volunteers by writing thank you notes, etc. How seniors get connected with Monona Sr. Center. % of programs volunteer run vs paid trained certified professionals. Craft and cards groups are run by volunteers. Staff introduce speakers. Other programs are in other spaces throughout Monona and volunteers report back attendance. Staff reserve space and supplies. Volunteers are trained to use a cash register to collect fees for programs and supplies. Monona is an accredited Senior Center and volunteer job descriptions are required. Diane will share volunteer job descriptions and confidentiality statement. Volunteers will have different skill levels, computer skills, etc. but want to engage all volunteers. Background checks at Monona Center at done with a CCAP search. Volunteers provide opportunity to expand programming with little cost and provide a role for people they want to fulfill a void in their life, for example when an individual retires and loses purpose from their career. A program could be develop for new retirees, to capture retired people skills, "Your retired, Now What?" Becky Losby, Case Manager commented seniors will take ownership of the space and programs. Program Manager and/or Volunteer coordinator are needed to set up groups and coordinate volunteers. Proposed questions are: How much staffing is needed to coordinate volunteers? What programs do we need? Interest in programs? Does Staffing need to set perimeters on space and activities? Space is the main decision maker and biggest issue. Space needs to be a dedicated to Senior Center. How much space do we want? Sustainability of giving volunteers the space they need and a staff member to coordinate will maintain volunteers. In future meetings, committee will look at documentation of population growth. Also, a suggestion was given to do a reverse tour of different Senior Centers and speak with different Directors.

- a. **Review and discuss Center Administration planning:** Czebotar updated the committee on the timeline of the Public Safety building; possible May/ June 2021 starting construction, 2021-22, departments will be moved out Municipal Center.

5. Schedule Next Meeting Date:

Thursday, February 18, 2021 at 8:30am.

6. Adjournment

- Motion to adjourn at 10:11 am by McCormick, seconded by Vander Werff.

Submitted by,
Sara Sprang

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, February 18, 2021

SECTION: Staff Reports

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Senior Outreach Annual report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Board report

McFarland Senior Outreach annual report

2020

Case Management units of service (1 unit equals 1 hour)

Total units for the year 692 (See graph 1)

McFarland 466.25

Cambridge 56.75

Christiana 11.25

Town of Dunn 108.5

Pleasant Springs 49.25

Rockdale 0

We opened 51 clients, closed 41 clients, and had an average monthly case management census of 156 clients. Our overall numbers declined slightly but the percentage distribution by townships remains about the same. This year however saw McFarland seniors accounting for 67 % of our total units and the townships utilizing 32%, rather than the frequent 60/40 split. Some of that we believe is due to accessibility as we have not done home visits for much of the year, and we tend to have more contact with McFarland seniors through drop ins etc. Instead, they reached out or we reached out more frequent to help with social isolation via phone. Our pool of clients is larger in McFarland to draw from even though we contacted clients from the townships. Our main source of new clients was our home delivered meal program which covers McFarland, Dunn, Pleasant Springs.

Much to our surprise we did not see an increase in Endowment money requests. Clients were not going out and spending, except for essentials and very few were moving. In addition, many saw an increase in their income with stimulus money, larger food share payouts and energy assistance. We believe requests may increase when supplemental income is no longer available.

Loan Closet

Our loan closet saw a dramatic decline in use when elective surgeries were halted. We continued to lend out equipment but did not accept it back for a period of several months. Our EMS department assisted us in obtaining a more thorough way for cleaning and sanitizing returned equipment. We are unable to take things outdoors to sanitize, but instead will "hold" them before sanitizing them. We do have PPE such as gloves and face shields available for that process.

We worked with the VFW on storing some of our overflow and will handle their loan closet items as well.

Events

March -Pi€ day

February-April Tax clinics (3 out of 5 held)

February McFarland Dining Club (one event held with good success prior to COVID)

May- flowers for all the meal participants in honor of Mothers/Father's Day

September Picnic-switched to a drive thru event with a music program on our cable channel and a bag of goodies included with our BBQ meal. We had over 100 participants.

RSVP Volunteer Recognition drive through event

Volunteer recognition- Several events that included lunch from McFarland House Café, gift cards and flowers.

We cancelled the meal site on Election day, both here and in Cambridge due to limitations and restriction on space etc. As a special treat we paid for a Special box lunch delivered to all our meal participants here and in Cambridge. It was a special treat for those that participated in it.

October-December was Medicare D sign up. We had 25 clients request help. Some were done 1-1 in person with a protected set up in Conference room C. Comm/Tech helped with setting it up. We liked the system so much with using a projector that we want to continue with that in future years. This year it was projected that we saved clients \$81,041 (based on universally used calculations for SHIP counselors).

Fall mums were delivered to all our meal participants here and in Cambridge.

We delivered a Thanksgiving meal prepared by the VFW for our clients only. Staff provided the delivery on Thanksgiving Day. Gingerbread house made paper stained glass turkeys for our meal participants.

Christmas= "Not so secret" Secret Santa- 10 days of gifts in meal bags including puzzle books, nutcrackers, coffee mugs, ornaments and decorations by Gingerbread house kids.

Foot Clinic

Our provider for nail care, Stoughton Home health, stopped providing services around March. It became evident that an alternative needed to be found after clients received no foot services for several months. The local salon, Artistic Salon, had been providing nail trims and pedicures for some time even with the limitations. After contacting them, we worked out an arrangement with Senior Outreach supplementing the cost for a period and pre-purchasing the individual nail kits required for sanitation. We had received a grant from Stoughton Hospital, and it was used towards this expense.

Replacing the services was more than a matter of having a provider. We had no place to hold a clinic either, even if we had found a provider. We had been using the Skaalen clubhouse. We found an alternative for Cambridge clients to replace their foot clinic. When Stoughton Home Health began offering their services again later in the year, they had switched their clinics to their new location on Highway B. However, recently Stoughton Home health closed altogether.

Nutrition

McFarland Meals 10,856 (see Graph 2)

Cambridge Meals 1932 (see graph 3)

Our nutrition programs are considered an essential service through our Dane County contract. Therefore, from March until September we operated on an abbreviated delivery schedule with double meals being delivered on those days. We saw an increase in the number of participants during the entire time with some seasonal fluctuation. Our case management staff worked the kitchen from March through September after our nutrition manager was on leave during most of that time. In September we hired a new manager. But at that point we knew where to update paperwork and efficiencies in procedures before our new manager started. We worked with Dane County in making sure our orientation information was correct and up to date. Our new manager also had to complete her official Safe Serve certification through the State of WI.

Senior Outreach distributed over 400 boxes /bags of shelf stable food to our seniors in the meal program in addition to our hot meals. Most of them were from FEMA but about 60-75 were from Senior Outreach, bought out of monetary of donations. In addition, clients recently received two shelf stable meals for weather cancellations. The McFarland Police Department helped with distribution.

Dane County's home delivered meal program saw an increase of 40,000 meals overall. In order to assist with stabilizing numbers, starting in September, we worked with some clients on reducing their usage. They scheduled delivery for M/W/F and T/TH This eliminated large swings in numbers from frequent cancellations and helped even out our routes. Of course, if the client requests or needs to increase again, they can if indicated. But it has helped stabilize our numbers rather than requiring everyone to receive meals 5 days a week. Dane County is looking at potentially increasing the eligibility guidelines for us to complete when qualifying individuals, so the hope is to avoid waiting lists for meal participation. Right now, much of the funding for the increased meals came from CARES.

The focal point Directors and the Area Agency on Aging revised the policy regarding cancellation of the meal site due to inclement weather. Our weather policy used to go hand in hand with the school cancellations. Since that is no longer feasible, it is now based on the National weather service forecast and the timing of the warnings and advisories. It offers a more consistent policy, but it will be more liberal in the opportunity to cancel. The Focal Point Directors and AAA will reevaluate the policy as we go on to see if it is working ok for everyone. Notifications went out to clients on the change and on the two occasions they were cancelled thus far, they received a phone call from us letting them know. We are looking at having an automated message letting them know. Our new software could allow us to do that if we add that feature.

We increased daily delivery routes from 4 routes to 5 during the last quarter. The outlying areas take more time so it makes it a challenge to deliver food at the desired temperature, even with hot/cold packs. Splitting the route lessens the load on a particular driver and helps keep food safe. It takes a lot of coordination by our nutrition manager and volunteer coordinator to make that happen. Thankfully, we have had many very dedicated drivers, both regular and sub this last year. Even during the most uncertain times many county and school employees stepped up to help in the interim.

The Cambridge meal program was switched from a meal site to a drive-up model in April. This required procedure changes, increased volunteers and methods of distribution. We also needed to obtain new

packaging. Unfortunately, this has increased costs. Some of the expenses have been reimbursed through CARES, both McFarland and Dane County.

RSVP Medical Rides

No rides were given past March of this year. During that abbreviated time, we provided 98 rides for an average of 32 rides a month. All clients that are *not* Managed Care, Medical Assistance or VA are being referred to Dane County Transportation. We have had very few calls regarding rides. So, the concern is that seniors are neglecting seeing their physicians and ignoring preventative care. We have been addressing these concerns with clients when we speak to them. Hopefully, this has not impacted ambulance calls for chronic conditions that have not been adequately treated on a preventative basis.

One of the biggest concerns right now is how to get seniors to the places providing the COVID vaccine. Dane County Area Agency on Aging is aware of our and the other focal point's concerns regarding this. Fortunately, the local pharmacies can administer the vaccination, so most are receiving them locally. Now that Outreach staff have received the first dose of the vaccine, we can assist in getting people to their appointments if needed. Recently the county developed a contract to provide transportation for seniors through NewBridge. That was shared with our different contracted townships as well in case seniors call there. They may contact us as well for potential alternatives.

Taxes

One of the most challenging things have been the free VITA tax service. Two out of five of our clinics were cancelled in 2020 and none are scheduled here for 2021. Our clinic serves over 125 people. The preparers have limited their service. There are a few select locations, so we are trying to get our folks scheduled at those sites.

We have worked extensively with our partners at Dane County Area Agency on Aging and our colleagues at the 11 other focal points on providing consistency in our services to the best of our ability. We have developed a reopening plan in keeping with our individual employers and have regular meetings to discuss the ever-changing environment amid COVID in providing these essential services. The software program we purchased at the beginning of the year has proven invaluable and we continue to find ways to utilize its features. We also did one customization. The staff in Senior Outreach has done an excellent job in managing changing expectations. Our newest staff member has become a valuable asset in a short amount of time. We continue to stagger office days so as to minimize exposure among each other. Despite the challenges of 2020, I feel that we have served the needs of the seniors well given the limitations and restrictions.

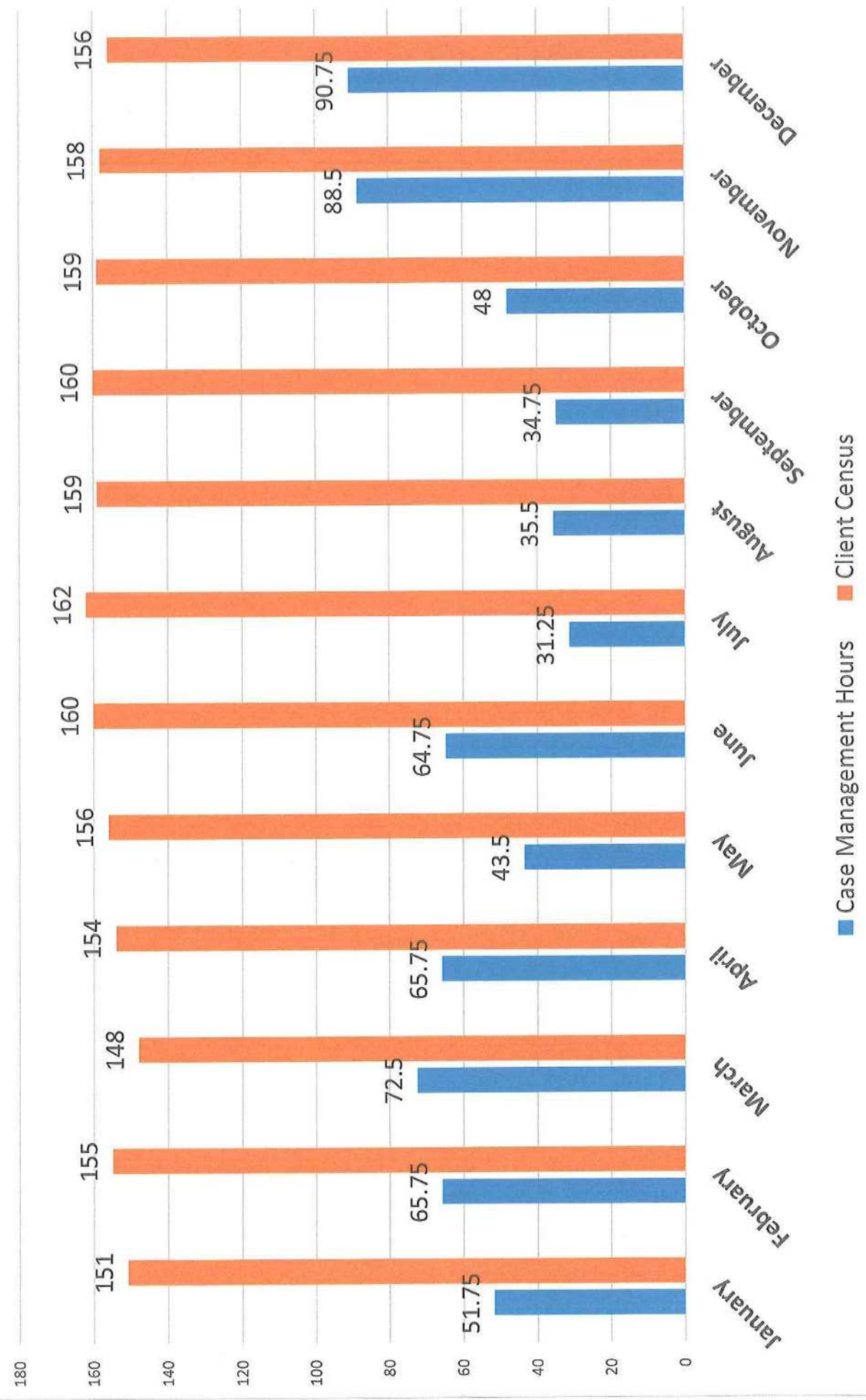
Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Andersen".

Lori Andersen

1

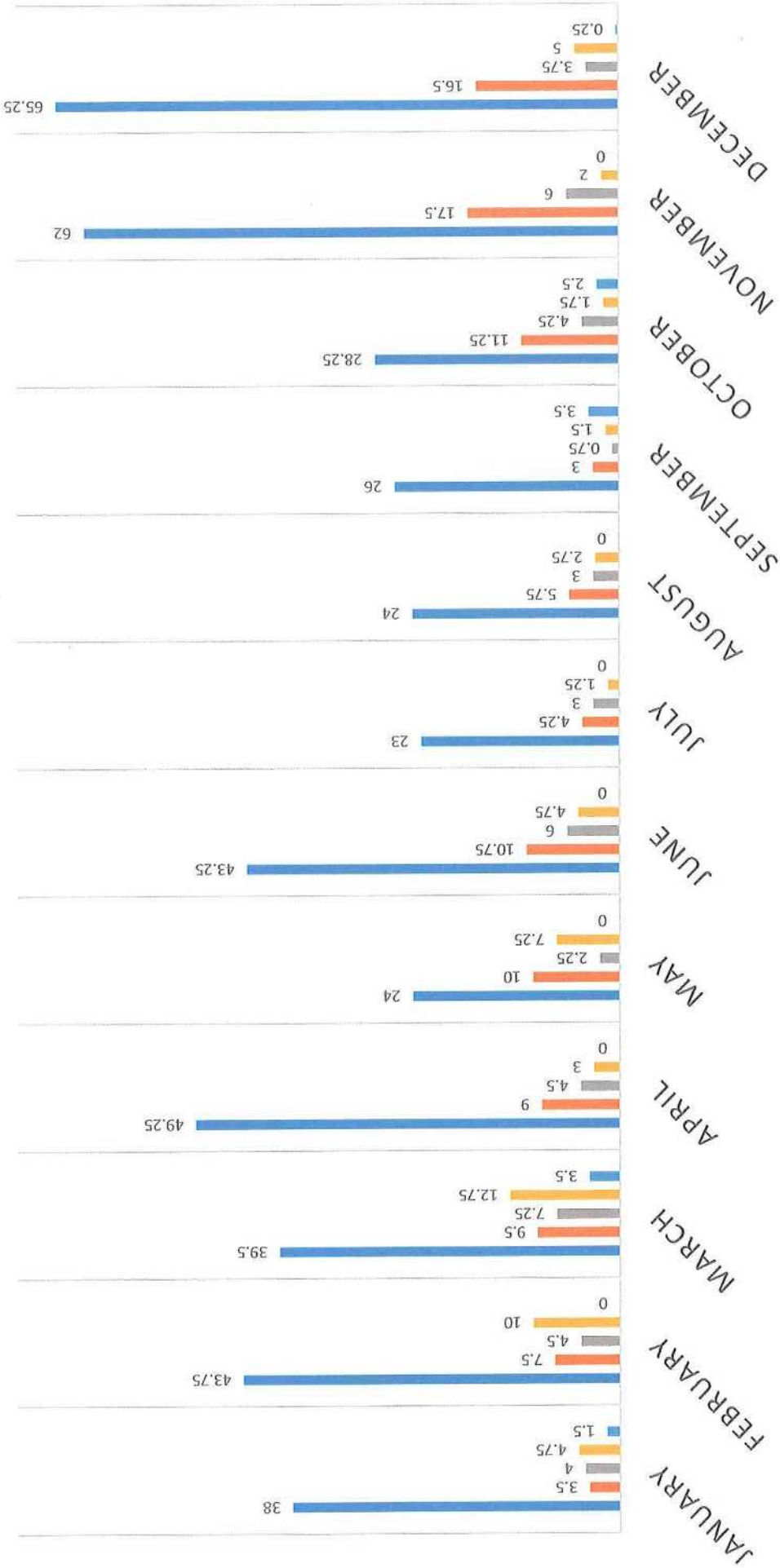
2020 McFarland Senior Outreach Case Management



20

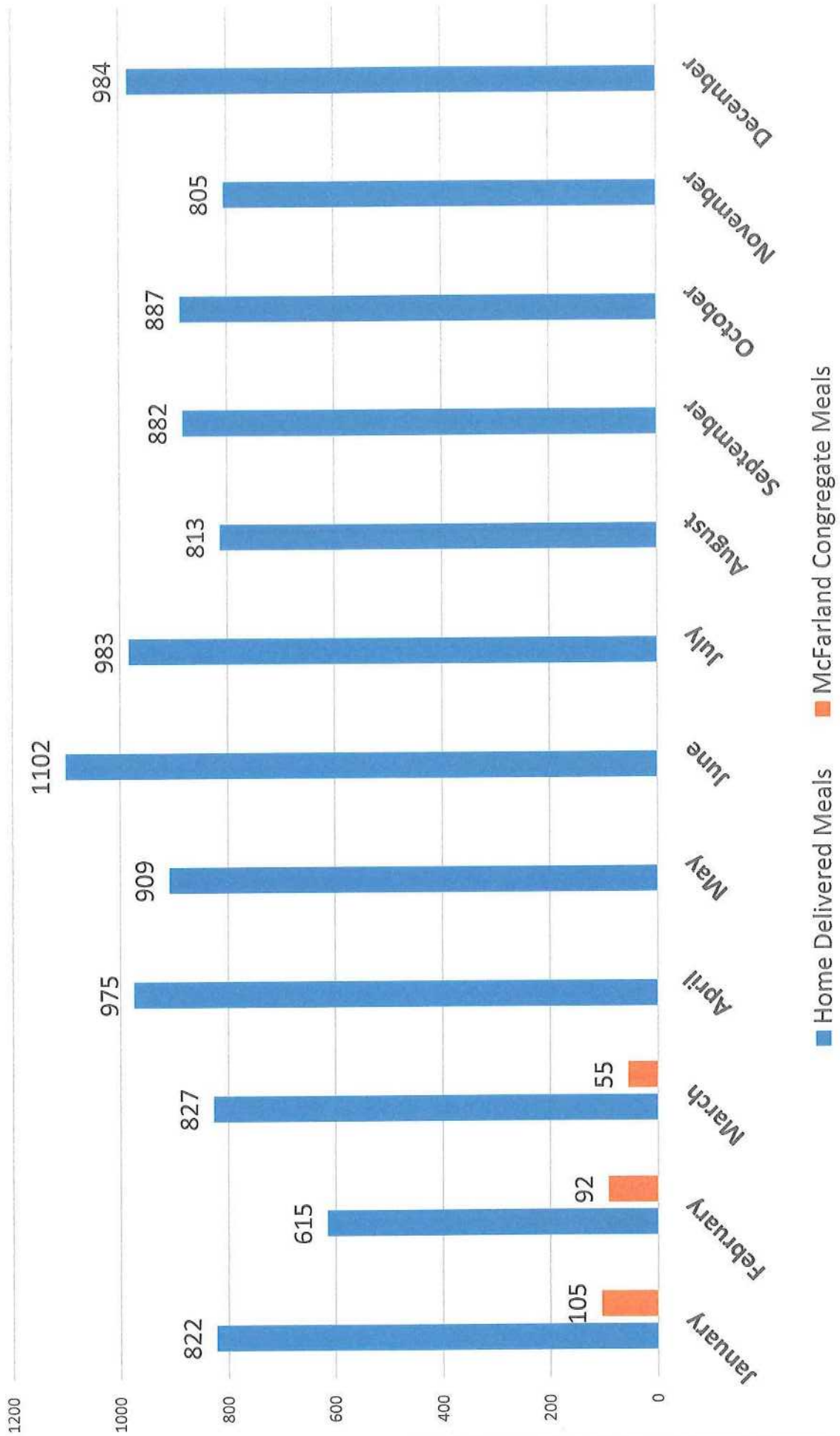
MCFARLAND SENIOR OUTREACH CASE MANAGEMENT 2020 UNITS BY MUNICIPALITY

■ McFarland ■ Dunn ■ Pleasant Springs ■ Cambridge ■ Christiana



3

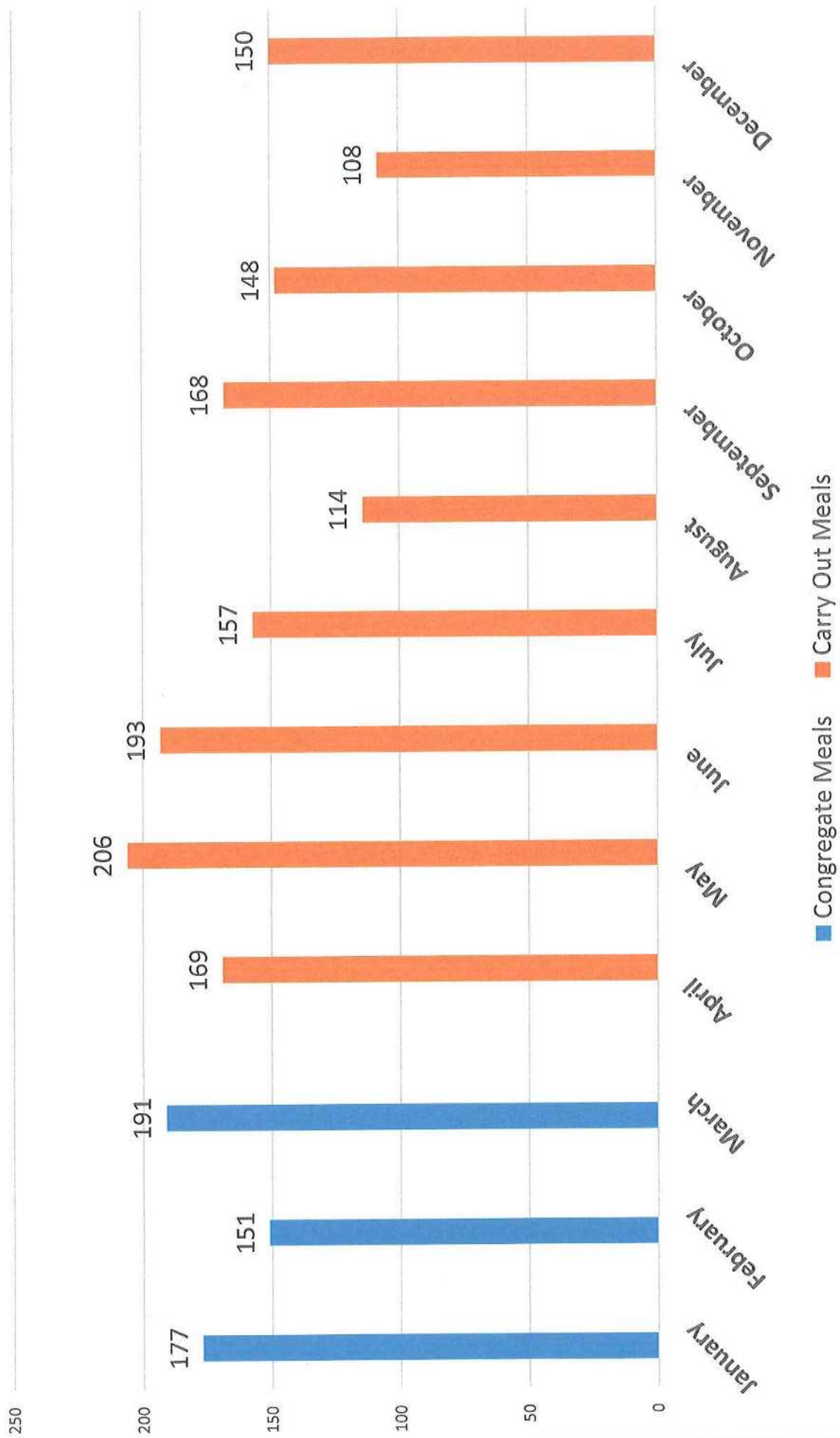
2020 McFarland Senior Outreach Nutrition Program McFarland HDM & Congregate Meals Served



Dane County Congregate Meal Sites were closed due to the COVID-19 Pandemic. Therefore, only January, February and March 2020 are reflected in the data for Congregate Meals.

7

2020 McFarland Senior Outreach Nutrition Program Cambridge Congregate Meals/Carry Out Meals



Dane County Congregate Meal Sites were closed due to the COVID-19 Pandemic. Therefore, only January, February and March 2020 are reflected in the data for Congregate Meals. Cambridge Meal Site switched to Carry-out Meals.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, February 18, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review draft planning document with Volunteer section developed

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Senior Outreach Future Planning (1)

Senior Outreach Future Planning

1. Case management

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services/Programming

On and off-site meetings with clients, collateral contacts/family meetings, Targeted Counseling such as Medicare D, mental health provider, tax, financial provider, health provider, family

Loan closet

Newsletter

Access to Information

Transportation oversight

Collateral projects with community groups

Collateral contacts with village staff- Public works, concerns, Community Development-housing,

Healthy community, Administration outreach efforts/concerns, Police/EMS/Fire-Outreach and follow-up on areas of need "Are You OK", medication disposal/locked boxes/ Knox boxes, Files of Life, smoke alarms, falls, blood pressure and health maintenance

Staff

Director, 2 case managers full time (this is one additional full time case manager

Depending on status of dual Role position of Case manager/Volunteer Coordinator)

Potential separate or shared social worker for First Responders

Access to Nurse for consultations

Administrative assistant-answer phones, greet visitors, minutes

Commented [LA1]:

CM CONTINUED

Space

Secure Offices, conference rooms, computers, copier/fax phones, storage for loan closet x4 , supplies, equipment, décor, projects. Storage lockable. Priority to inhouse programs/departments

Display for posting events electronically outside and inside along with written materials

Resource area

Accessible building/bathrooms/kitchen

Main entrance with covered drive up

Cost

Personnel, offices, phone, computers, internet, training, expenses, licensing

2. Nutrition Program

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services/Programming

2 Meal sites (tbd number of Days) Cambridge and McFarland

Home Delivered meals 5 days a week

Staff

1 Nutrition Manager 20 hours a week (additional hours TBD)

1 Nutrition Coordinator 12 hours a week (Cambridge)

Kitchen volunteers approximately 5 per week for both sites

Volunteer drivers 10-20 drivers a week

Staff coordination several hours a month

Director oversight

Kitchen assistants-for events

Substitute Nutrition manager

Janitorial and someone who can arrange to set up events

Volunteer data input

Space Needs

Kitchen with covered outside access for caterer to enter and not directly into the kitchen to minimize weather issues and sanitary concerns

Supply storage-private

Décor storage -private

Refrigerator- Currently have two (additional one for public or one in a locked separate area)

Serving items-plates, cups etc.

Commercial sink/garbage disposal/garbage and recyclable/emergency and daily cleaning supplies/ample counter space for Home Delivered meal prep

Volunteer area with phone

Double microwaves/commercial stove/double dishwashers/commercial refrigerators and freezer (public access for one) Set up conducive to teaching classes/live demonstrations or video instruction

Dining area to fit 100 comfortably including those with accommodation needs /easy to be rearranged/ storage area for tables and chairs/sound and video/lighting options

Indoor lounge area near a small separate food prep/kitchen area. Could have a lunch or salad bar or breakfast area. Rented by different groups. Food cart model?

Cost

Equipment, supplies, personnel, computer, cell phone

3. Health and Wellness

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services and Programming

Blood pressure screening, foot care, chair massage, meditation, mindfulness, brain health activities, balance screenings, strengthening, support groups, nutrition counseling, small cooking classes, telehealth, weight management, evidenced based classes; Living well w/ chronic conditions, Walk with ease, Mind over Matter, Healthy living with Diabetes, Stepping on, Strong Women/Strong bones.

Staff

Classes require instructors-volunteer or paid. Can be contracted or lend space only.

Someone to handle fee structure if needed

Janitorial

Access to nurse or patient advocate /EMS outreach

Introduction of other independent health care professionals for classes and coaching

Space

Classroom type, exercise room, medical access for blood pressure, diabetes, weight and foot clinic

Requires access to internet, storage(exercise) (medical) and hot/cold water basin

Cooking classes can be in kitchen area

Private area for confidentiality so “treatment room” access to bathroom and waiting area. More soundproof.

Cost

Equipment for each individual class- books, posters, easel, white board, internet access, power point, weight scale, sound system for music, video conferencing, telehealth

Planning or scheduling staff, oversight. Liability Snacks are a requirement for evidenced based classroom classes/more video conferencing of classes now

4. Recreational programming

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services and Programming

Mah jong, cards, bunko, bingo, games, chess, checkers, backgammon, cribbage

Painting, writing, photography, etc.

Cultural places/ trips Indoor and outdoor gardens, plays or performances, sporting events, community events, festivals/fairs, historical sites

Outdoor physical exercise such as biking, walking track, kayaking, pickleball, tennis, bocce, horseshoe

Staff

Instructors or leaders (paid or unpaid) Chaperones

Take down/set up room for event

Event coordinator or class organizer/registration, liability

Someone to handle fee structure if needed

If flex space someone to rearrange as needed

janitorial

Space needs

Open area with access to table /chairs, easy clean floor,

Secure craft area 4-8 tables

Outdoor recreational area

Cost

Instructors, games, project costs, pickle ball courts

Trips to events-self pay and scholarships for those unable to pay

5. Volunteer management

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

SERVICES/PROGRAMMING

Types and frequency of services and programming TBD

Provide programming directly/assist-contracted

Fees for service, insurance, licensed

Who supervises/troubleshoots

Set up/coordinates schedule of volunteers/programs

Guidelines/policies/procedure/training volunteer (HR function)

Specific job description

Appreciation events

STAFF

How many staff to satisfy that function/advisory board use/governing board

SPACE

Space needs TBD

Flexible or multi use-determine furniture or open/flooring type

Divided by function ie. exercise, classroom, art

Audio /visual hookup for specific purposes

ADA/ACCESSIBLE

Volunteer space for planning/personal and program storage-locked

COST

Supervisory staff, volunteer management budget for appreciation/events/recruitment

Supplies/equipment for services offered, fees or dues and who collects/procedure

Office supplies/technology- software and hardware

6. Center administration

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

SERVICES/PROGRAMMING

STAFF (roles)

SPACE NEEDS

COST

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 18, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discuss Administration section of planning document

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Community Services Director
2. Org Chart VC - 2021

POSITION DESCRIPTION

Position Title: Community Services Director

Reports To: Village Administrator

Employment Category: Salaried, non-represented

Supervision Received: Works under general direction of the Village Administrator.

Supervision Exercised: Supervises Community Services Department staff.

General Summary

Under the general supervision of the Village Administrator, the Community Services Director manages the overall operation of the Village Center, coordinates the acquisition and development of new parkland, and plans the development and improvement of existing park land area. The Community Services Director also oversees the planning, organization, coordination and implementation of recreation programs and activities for thexxxx. Performs related work as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as the director of the village's community center. Is responsible for policy and procedure creation and implementation, marketing, building management and scheduling, staffing, and coordination of maintenance.
- Interprets the scope and need for park and recreation programs and activities.
- Oversees the development and coordination of a well-rounded schedule of recreation programs and activities for all age groups and interest levels.
- Responsible for the recruitment, selection and supervision of all permanent, part-time, seasonal and volunteer staff of the department, including community center, and recreation functions.
- Oversees the collection of and accounting for revenues due from park and recreation programs and facility rentals.
- Prepares an annual operating budget including General Fund, Capital Projects and Park Acquisition and Development Fund Accounts;
- Controls the expenditure of funds per Village's financial policy and financial management plan.
- Plans and coordinates the development and/or improvement of existing park areas (i.e. athletic fields, play areas, tennis courts, shelters, etc.)

- Plans and coordinates the acquisition and development of new park sites and facilities.
- Coordinates the development of written plans and specifications for various park and recreation projects.
- Develops departmental policies and procedures pertaining to park, recreation and community center programs, services and facilities.
- Prepares and informs the public regarding the rules and regulations governing the use of park, recreation and community center facilities.
- Responds to citizens' requests and complaints concerning parks, recreation, and community center programs and facilities.
- Evaluates the effectiveness of parks, recreation, and community center programs and makes necessary progress reports to the Village Administrator and Parks and Recreation Committee.
- Works cooperatively with the Parks Supervisor and staff in the utilization, preparation, and maintenance of park and recreation facilities.
- Coordinates the development, updating and implementation of the Village Five-Year Comprehensive Outdoor Recreation Plan.
- Keeps the Village informed of any available State or Federal funding programs for parks and recreation, and applies for grant funding as appropriate.
- Administers the Village's annual tree planting program, works with the Parks Supervisor for supervision of Village tree planting projects.
- Works with Village staff, Parks and Recreation Committee, and Public Works officials to implement recommendations of the Urban Forestry Plan.
- Maintains a friendly and cooperative relationship with Village and School District officials, community organizations and the public.
- Attends Park and Recreation Committee, Village Center Advisory Committee, Village Board, and various committee meetings as required.
- Attends conferences, workshops and meetings to stay current with parks and recreation trends and specific skills related to the position.
- Performs other duties as required.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen for long periods of time; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee should have vision corrected to be able to decipher 8-point type.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The incumbent is sometimes outdoors subject to inclement weather conditions and noise levels.

Required Qualifications

- A minimum of five years of progressively responsible professional experience including supervisory responsibilities, preferably in a community setting;
- Bachelor's Degree (Master's degree preferred) from a college or university of recognized standing with specialization in the administration of park and recreation programming and development
- Equivalent combination of experience and training which provides the required knowledge, skills and abilities;
- National Certification through NRPA (National Recreation and Park Association) as a Certified Leisure Professional (CLP) is desired.
- Valid Wisconsin driver's license

Knowledge, Skills, and Abilities

- Thorough knowledge of all phases of community recreation activities;
- Thorough knowledge of park and playground planning and development;
- Thorough knowledge of facility management;
- Experience with the coordination and implementation of senior services programs;
- Ability to create and communicate department philosophies to staff, village officials, public and private groups and agencies, and the general public;
- Ability to develop and maintain an effective relationship with community schools;
- Ability to plan and supervise the work of others;
- Ability to secure sound professional expertise in regard to park planning methods and principles;
- Ability to identify and set priorities, and make sound decisions.

- Considerable knowledge of computer applications, including but not limited to Office XP, Microsoft Word, Excel, Mircorsoft Publisher, and web page design software.
- Ability to keep records and prepare reports; ability to communicate effectively both orally and in writing;
- Good judgment.

