

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

WEDNESDAY, MAY 18, 2022, 12:30 PM
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CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM
AUBURN, CA 95603

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://us06web.zoom.us/j/89074379095>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 890 7437 9095 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Holbrook _____ Ferris _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the April 20, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills.

1. Cole Huber LLP Attorneys

4.3 License Exempt Associate Site Director Job Description Creation.
(Pages 5-8)

Shall the Auburn Area Recreation and Park District (ARD) approve the creation of a new License Exempt Associate Site Director job description?

Discussion items:

None.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM,
PERSONNEL, POLICY & FEE COMMITTEE MEETINGS**

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

5-13-2022
Date

10:45am
Time

Carly W. Ayres
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, April 20, 2022 at 12:30 PM
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:50 p.m.

ROLL CALL

Director Holbrook and Director Ferris were present. Director Ferris arrived at 12:54 p.m.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Holbrook.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the March, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the March 23, 2022, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

4.2 Approval of Legal Bills –

None.

4.3 Change in the Auburn Area Recreation and Park District Personnel Policy Manual

Director Holbrook and Director Ferris reviewed and approved to forward item to the consent calendar.

4.4 Change in the Auburn Area Recreation and Park District's District Policy Manual

Director Holbrook and Director Ferris reviewed and approved to forward item to the consent calendar.

Discussion items:

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

Director Holbrook asked for an update on the Regional Park Cameras. He also requested that staff go to the Regional Park grinding rock site once a day and take a picture or document any trash or debris. Director Holbrook also asked for a report of any rude or aggressive behavior, anyone being intoxicated or in violation of ARD Ordinance #1 since January 1, 2022.

Director Holbrook wanted to review the fee waiver policy that was approved for Placer High Graduation Night at the next Board of Directors meeting.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:02 p.m.

Cathy Wayford
Board Secretary

4/20/2022
Date

4.3 Cover sheet – License Exempt Associate Site Director Job Description Creation

Auburn Area Recreation and Park District Policy Committee meeting May, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve the creation of a new License Exempt Associate Site Director job description?

Background

ARD has the need to create an Associate Site Director for our License Exempt programs, mainly Summer Day Camp. This position will be able to fill in as a Site Director when needed.

Per the ARD Personnel Policy and Procedures Manual:

2.12 Job Descriptions

The Board of Directors approves job descriptions and they are maintained on file in the District. Each job description describes the job, typical duties, and the education, experience and abilities required for it.

Recommendation for the Policy Committee

Review and send a positive recommendation to the ARD Board to approve the new License Exempt Associate Site Director job description. Staff further recommends that this item be sent to the Consent Calendar at the May, 2022 Board meeting.

Fiscal Impact

N/A

Attachments

Proposed License Exempt Associate Site Director job description



YOUTH SERVICES PROGRAM

LICENSE EXEMPT SITE ASSOCIATE DIRECTOR

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Site Director will be responsible for assisting in developing and implementing a program of creative learning experiences and enrichments, and recreation activities for students.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises program for site; demonstrates good judgment
- Maintains positive relationships with students, treating them with respect in all situations; models appropriate behavior
- Provides effective classroom management; supervises classroom routines including toileting and snacks
- Plans and implements a calendar of age-appropriate activities, demonstrating cultural competency and inclusiveness
- Plans and implements a snack calendar, ordering supplies as necessary
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Oversees payments. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Addresses any injuries and applies first aid/CPR where appropriate, alerts parents
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, and the public in accordance with the policies and practices of the District; manages confidential information
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes.
- Oversees sanitary practices and cleanliness of the facility, reports cases of lice and contagious illnesses to the Youth Services Manager
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provides input for staff reviews as requested
- Responds to questions from the public

NON-ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plans/participates in special events, community involvement and/or field trips

Youth Services Exempt Site Director

Revised April

, 2022



- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; principles and practices common to Youth Services, analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact.

WORK ENVIRONMENT

The position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. It requires working in both an indoor, temperature-controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. It requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may include evenings or weekends. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., and assist children in case of injury.

REQUIRED QUALIFICATIONS

Department of Justice clearance

High school degree or equivalent. Must be at least 18 years of age. In addition:

At least six months experience supervising children.

Enrolled in at least 3 units of ECE, continuously until 12 units are completed.

And/Or: 6 units completed in Early Childhood Education and 9 units toward a teacher/recreational or related degree for a total of 15 units.

And/Or: A.A. or B.A. degree from an accredited college or university with at least 6 units in Early Childhood Education.

And/Or: Child Development Site Supervisor Permit.

And/Or: Child Development Program Director Permit.

LICENSES, CERTIFICATES AND IMMUNICATIONS

Current First Aid and Infant/child CPR certifications are required and renewed every two years. Current Negative Tuberculosis skin test is required at the time of employment and updated at

Youth Services Exempt Site Director
Revised April
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any time there is a case reported within our working environment. Mandatory Reporter Training is required and renewed every two years.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

COMPENSATION: Full-time/part-time/temporary/seasonal position.

Wage rate range

Full-time Union/Part-time/seasonal/temporary non-union position:

\$17.66 - \$21.40

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

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