

**Bartlett Park District  
700 S. Bartlett Rd.  
Bartlett, Illinois**



**BRANCHING  
TOWARDS  
EXCELLENCE**  
**SUPERVISOR SYMPOSIUM**

Presented by:  
Recreation and Facility Management Section of the IPRA

# GENERAL INFORMATION

## DATES:

Tuesday September 28 and Wednesday September 29, 2010

## REGISTRATION INFORMATION (GO TO WWW.IPRAONLINE.COM TO REGISTER!)

BY SEPTEMBER 3		BOTH DAYS	ONE DAY
<i>PROFESSIONALS:</i>	IPRA Member	\$109	\$79
	Non-Member	\$145	\$105
<i>STUDENTS:</i>	IPRA Member	\$45	\$45
	Non-Member	\$59	\$59

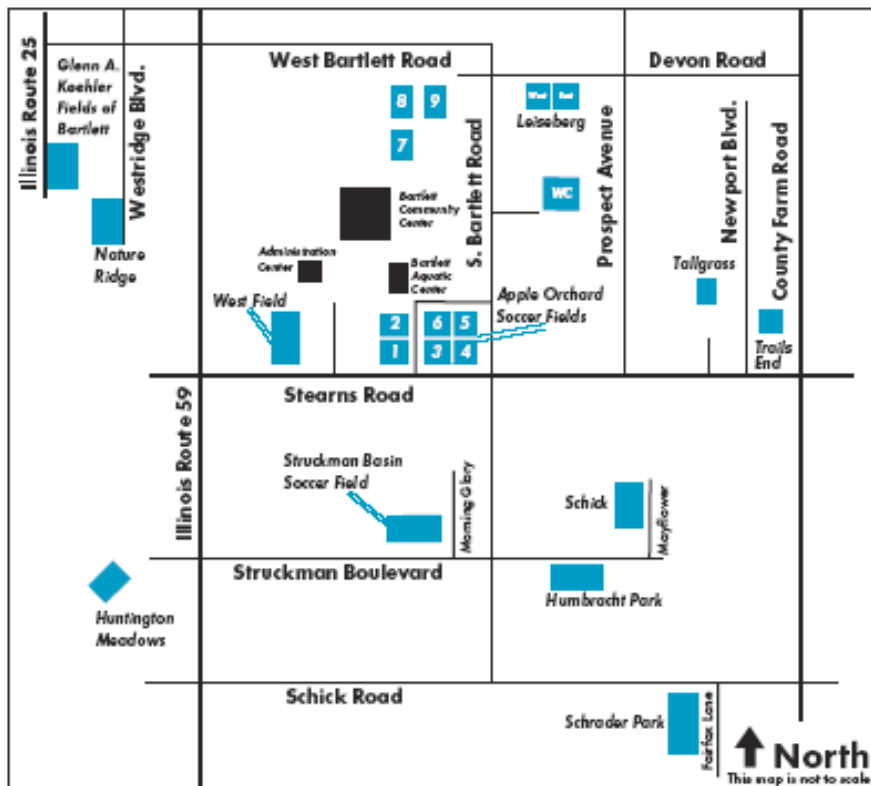
- After September 3, fees increase \$10 in each category.
- Fee covers all materials, lunch, 1.0 CEUs

## CANCELLATION POLICY

Cancellations must be submitted in writing and received by September 24, 2010 in order to receive a refund less a service charge of \$25. **No refunds will be granted for cancellations received after this date.** Substitutions for those unable to attend will be allowed.

## LOCATION

Bartlett Park District, Community Center, The Oak Room  
 700 S. Bartlett Rd., Bartlett, Illinois, 60108  
 630/540-4800; www.bartlettparks.org



***From the West/Northwest***

I-90 East to Rt. 59. Turn right (South) on Rt. 59. Travel to Stearns Road. Turn left (East) on Stearns to S. Bartlett Road. Turn left (North) on S. Bartlett Road and go 1 block to the first street on the left, turn left. Look for Bartlett Community Center Sign, 700 S. Bartlett Road.

***From the North/ Northeast***

I-90 West to Rt. 59. Turn left (South) on Rt. 59. Travel to Stearns Road. Turn left (East) on Stearns to S. Bartlett Road. Turn left (North) on S. Bartlett Road and go 1 block to the first street on the left, turn left. Look for Bartlett Community Center Sign, 700 S. Bartlett Road.

***From the South/Southwest***

I-88 East to Rt.59, turn left (North) on Rt. 59 and travel to Stearns Road. Turn right (East) on Stearns to S. Bartlett Road. Turn left (North) on S. Bartlett Road and go 1 block to the first street on the left, turn left. Look for Bartlett Community Center Sign, 700 S. Bartlett Road.

***From the South/Southeast***

I-88 west to Rt. 59, turn right (North) on Rt. 59 and travel to Stearns Road. Turn right (East) on Stearns to S. Bartlett Road. Turn left (North) on S. Bartlett Road and go 1 block to the first street on the left, turn left. Look for Bartlett Community Center Sign, 700 S. Bartlett Road.

***From the North***

Route 53 South to Thorndale exit (the Elgin-O'Hare Expressway), Turn right (West) on Elgin O'Hare Expressway to Lake Street. Turn left on Lake to Greenbrook Blvd. Turn right on Greenbrook Blvd. (Greenbrook Blvd. changes into Stearns Road) to S. Bartlett Road. Turn right (North) on S. Bartlett and go 1 block to the first street on the left, turn left. Look for Bartlett Community Center Sign, 700 S. Bartlett Road.

***From the South***

Route 53 North to Thorndale exit (the Elgin-O'Hare Expressway), Turn left (West) on Elgin O'Hare Expressway to Lake Street. Turn left on Lake to Greenbrook Blvd. Turn right on Greenbrook Blvd. (Greenbrook Blvd. changes into Stearns Road) to S. Bartlett Road. Turn right (North) on S. Bartlett and go 1 block to the first street on the left, turn left. Look for Bartlett Community Center Sign, 700 S. Bartlett Road.

Once you have arrived at the Bartlett Community Center, the North Entrance is marked "The Oak Room". This will be the closet entrance to the room.

**ADA COMPLIANCE**

In compliance with the Americans with Disabilities Act, IPRA will make all reasonable efforts to accommodate persons with disabilities. Please contact Dina Kartch, IPRA Education and Conference Director, at either [dina@ILipra.org](mailto:dina@ILipra.org) or 630-376-1911 x200 if you have any special accessibility or meal requirements.

# LETTER FROM THE COMMITTEE

Supervisor Symposium is in its sixth year. Each year members of IPRA's Facility Management and Recreation Sections work together to provide recreation professionals with a two-day educational and networking opportunity. Workshop presenters are leaders in the field and deliver sessions that will catch the interest of students as well as new and seasoned professionals. We look forward to seeing you this year at the 2010 Supervisor Symposium – Branching Towards Excellence!

## SCHEDULE

### ***Tuesday, September 28, 2010***

8:30 am – 9:00 am	Check-In
9:00 am – 9:15 am	Opening
9:20 am – 10:35 am	Session 1
10:45 am – 12:00 pm	Session 2
12:00 pm – 1:15 pm	LUNCH/Speaker
1:20 pm – 2:35 pm	Session 3
2:45 pm – 4:00 pm	Session 4

### ***Wednesday, September 29, 2010***

8:45 am – 9:15 am	Check-In
9:20 am – 9:40 am	Opening
9:45 am – 11:00 am	Session 1
11:05- am – 12:20 pm	Session 2
12:20 pm – 1:30 pm	LUNCH/AWARDS
1:30 pm – 2:45 pm	Session 3

**\* 1.0 CEUs**

## QUESTIONS

### ***Please contact:***

Laura Clark, Bartlett Park District  
2010 Supervisor Symposium Chair, Facility Management Section  
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630-540-4828

Jason Hickman, Glenview Park District  
2010 Supervisor Symposium Chair, Recreation Section  
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# DAY 1 CURRICULUM

Tuesday, September 28, 2010

**CHECK-IN** **8:30 AM – 9:00 AM**

**OPENING** **9:00 AM – 9:15 AM**

**SESSION 1** **9:20 AM – 10:35 AM**

## **Do You Have The Elements To Supervise A Student Intern?**

*Lee Ann Fisk*

This is an opportunity to learn how to be the best internship supervisor you can be. Do you have a program? Do you have a manual? Do you have the time? Offering internships is vital to sustaining our profession. It is up to us to give student the capstone before they become an employee, are you up to the challenge?

## **Before and After School Open Forum**

*Nancy S. Eschker*

Whether your agency is considering implementing a before and after school program or they already have one in place, this session is for you. This session will teach participants the ins and outs to running a successful, safe and fun program. Including how to budget, schedule and comply with state laws for this type of program. You will receive valuable information and a variety of resources. At the end of the session, participants will be invited to share successes and challenges from their own before and after school programs.

## **Organizing Special Events on a Dime**

*Kelly Carbon*

A successful special event will guide your agency to more productive capital campaigns, leadership, volunteer recruitment and an increased customer base. This session focuses on the critical goal of special event fundraising programs: raising funds and raising friends.

## **CPRP Exam Preparation: Overview (Section 1)**

*Mike Selep*

Certification is important to demonstrate that you have an understanding of the basic competencies needed to be successful in the park and recreation profession. In addition, maintaining the certification demonstrates an important willingness to continue to learn and grow throughout your career. This workshop consists of four sections and will prepare you to become a Certified Park and Recreation Professional. This section will give an overview of the steps you need to take to prepare for the CPRP Exam. You will get the opportunity to review necessary paperwork, exam procedures and receive a brief exam overview.

**SESSION 2****10:45 AM – 12:00 PM****ABCs of Special Events***Lee Ann Fisk*

This session will cover the ABCs of special events discussing all the components to think about while preparing your event. When we get to z... we will discuss where event ideas come from and how you too can create new or enhance old events at your agency.

**Revenue Policies***Steven Karoliussen*

What is a revenue policy? Why is it important to have one? How do I implement one and how do I get my staff to follow one? These and other questions will be answered in this session. Revenue policies can help you stay on track with your programs as well as help you determine what programs are successful and what aren't.

**Mean Girls***Mike Gianatasio*

This session will inform participants about the types of bullying, girls versus boys, why kids bully, the impact it has on kids, how to manage girls, prevention strategies and what we can do as recreation professionals to manage and minimize bullying in our programs and facilities.

**CPRP Exam Preparation: Administration (Section 2)***Mike Selep*

The Administration Session will discuss planning, budget and finance, supervision, policy formation and interpretation, customer service and marketing.

**LUNCH/MEET & GREET**      **12:00 AM – 1:15 PM****SESSION 3****1:20 PM – 2:35 PM****Training Your Non-Lifeguard Aquatic Staff***Kristi Brewer*

Your deck attendants, cashiers and concessions workers are just as important as the lifeguards to the daily operation of your pool. During this session you will take away ideas of what to do during training with these other staff members.

**What's My Line?***Matt Saviello*

Wouldn't it be convenient to be able to push a pause button when a conversation with a customer or coworker gets complicated? Learn through examples, first-hand stories and discussions to gain conversational awareness. Learn what to say to help end an escalating conversation. Discover that it is okay to let customers vent and you may be the unlucky recipient at the end of a long chain. Listen and discuss some of these situations and see if your instinct or training has prepared you to deal with these situations. Learn how to give constructive criticism, how to disagree respectfully, and how to deal with angry people. Awareness, preparation and practice can help us deal with

different and sometimes difficult people that we interact with on a daily basis. Remember it shouldn't be who's right, but what's right.

### **Behavior Management: Discipline and Developing a Plan to Implement**

*Trish Breitlow*

Have your program leaders ever felt unprepared to deal with an individual with severe behavioral challenges? If this child happened to have diagnoses of a behavior disorder or ADHD, did the attitude of the program leader change? This session will explore the need for consistent expectations and behavior management among all children. Often times, the same strategies used to address specific negative behaviors for a child are great tools to use for overall program planning. Participants in the session will develop ideas for training their on-site staff on overall behavior management.

### **CPRP Exam Preparation: Operations (Section 3)**

*Mike Selep*

The Operations Session will discuss planning and maintenance of facility operations.

## **SESSION 4**

**2:45 PM – 4:00 PM**

### **60 Programs in 60 Minutes**

*Stephen Golembiewski*

Do you struggle at brochure time with ideas for teen programming? Instead of relying on the same old trips season after season, why not try something new? Sit back and listen as teen supervisors whiz through the successful programs they are running at their own agencies. Not only will this cover program ideas, but it will touch on creative ways to market them and ways to offer them with different themes or in different settings so you can customize them to your own community. Please come with some of your own ideas to share.

### **Youth Sports Philosophy**

*Brian Romes*

Do you program with a purpose? Not sure? This session will help you develop a plan for organizing and improving "in-house" youth sports leagues, travel leagues, affiliates and field/facility rentals all while fitting within a philosophy that aligns with your organization's mission. Learn how to grow your sports programs, work with special interest groups and affiliates and meet the needs of your community.

### **CPRP Exam Preparation: Programming (Section 4)**

*Mike Selep*

The Programming Session will discuss assessment, planning, implementation and evaluation.

# DAY 2 CURRICLUM

Wednesday September 29, 2010

**CHECK-IN** **8:45 AM – 9:15 AM**

**OPENING/FACILITY TOUR** **9:20 AM – 9:40 AM**

**SESSION 1** **9:45AM – 11:00 AM**

## **Nature Centers, Dare To Be Different**

*Dan Mitchell*

In this session you will learn how to discover within (seek employees with hidden talents). These are the people that can bring the best to your programs. You will also learn where to go for help getting started with your nature center or making it an even more appealing place to go. Areas that will be covered will include the creation of partnerships with other government agencies. You will also take away ideas on how to partnership with schools, preschools, daycares and home schools. Nature centers can also be a great place for company picnics and businesses. The session will also go over some budget makers and breakers. You should get ideas on many resources and places to go, remember, YOU'RE NOT ALONE!

## **Starting Green, Programming Green and Teaching Green!**

*Erika Strojinc*

Learn how to be green at your agency and in your programs. It isn't hard if you start small and allow it to grow. Panel will give you easy steps to start at your district in general and in specific programs. Ideas will be shared on how to implement a green committee and how to support green initiatives in your facilities and programs.

## **Fitness**

## **Professional Networking**

*Panel*

Have you ever wanted to get more involved and are not sure how? Or how do I get to know other people in my profession? This is a great session to help you find out how. You will be able to talk to other professionals and find out how they have been involved in IPRA and different sections. You will also be able to talk to them about ways to find time to network with other professionals.

**SESSION 2** **11:05 AM – 12:20 PM**

## **Birthday Parties Gone Wild**

*Dan Mitchell*

Did you ever have a problem coming up with ideas for your birthday parties? This session will help you create unique themes and then adapt them for different ages. Don't be afraid of making a party where kids can learn. Learn how to tie in environmental themes and use the resources around you for projects.

## **Successful Team Building – Your Winning Hand**

*Beth Waller*

When teams work well together, creative levels are higher. This often leads to increased productivity, and an inspiring sense of collaboration and cooperation that moves everyone – and the project – forward. The task of building better teams and improving their effectiveness can be broken down into four simple and straightforward steps. Leave this session with your winning hand to successful team building!

## **So You Want To Be a Superintendent?**

*Speaker, TBD*

Are you ready to move to the next level? This session will explore the administrative level, what you should expect and what is expected of you as a professional. Discussion will include the daily life of administration and provide insight into developing policies, personnel issues and marketing your agency to the community.

## **Athletic Scheduling 101**

*Dave Mohr Jr.*

Athletic league registration is over – now what? Schedules have you pulling your hair out of your head? Come learn some techniques and hints on how to create a well balanced athletic league schedule. This session is suited for both the youth and adult athletic supervisor.

**LUNCH & AWARDS**                      **12:20 PM – 1:30 PM**

**SESSION 3**                                      **1:30 PM – 2:45 PM**

## **Human Resources**

*Kevin Romejko*

Have you ever wondered what questions to ask when conducting interviews? Have you had disciplinary issues that you don't know if you should take to H.R. or handle yourself? These and other questions will be answered during this session.

## **Alzheimer's: An Emerging Issue for Parks and Recreational Professionals**

*Susan Rothas*

This session will describe the difference between normal age-related memory changes and dementia. It will provide information on the course of Alzheimer's Disease and how to reduce the risk of developing this disease. Participants will have the opportunity to learn about the services of the Alzheimer's Association and to discuss the impact of this disease on parks and recreation services in the future. Participants will have the opportunity to test their memory and partake in brain health activities.

## **Day Camp Forum**

*Stacey Fedyski*

Are you looking to start a new camp program or trying to make improvements on an existing camp? Gain knowledge from experienced recreation professionals who will describe their successful programs. At the end of the session, participants will be invited to share successes and challenges from their own camp programs.