

LOPR Training			Management Services						Parks							Recreation							On Call Staff										
Orientation ("X" equals required for the position)	Source	Frequency (M-monthly, 1-One Time, A-Annual, _yrs = # of years)	Parks & Recreation Director	Project Managers (2)	Communications and Sponsorship Coordinator	Graphic Designer .5FTE	Administrative Assistant	Admin Support (3)	Deputy Director- Parks	Park Manager	Crew Leaders (3)	Senior Utility Workers (4)	Utility Workers (7)	Park Ranger (2)	Program Assistant (.5 FTE)	Admin Support III	Admin Assistant (.5FTE)	Deputy Director Recreation	Adult Community Center Manager	Recreation Supervisor (3)	Human Services Program Supervisor	Recreation Program Specialist (5)	Client Services Coordinator (2)	Administrative Assistant	Administrative Support	Utility Worker	Cook	Administrative/Recreation Assistant (1)	Recreation Support (.05 FTE)	Recreation Leaders (5FTE)	Program Instructors (5 FTE)	Recreation Coaches/Pros (2 FTE)	Transporation/Volunteer Coordinator
City of LO Orientation	Human Resources	1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Equal Employment Opportunity, Anti-Harassment and Non-Discrimination	Human Resources	1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Active Threat & Workplace Violence	Human Resources and LO Police	1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stop the Bleed	Human Resources and LO Police	1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
LOPR PT Orientation	Team Manager/Supervisor	1															X											X	X	X	X	X	X
Controlled Substance Reasonable Suspicion	OSHA																																
LOPR Van Orientation	Team Manager/Supervisor	1																		X	X	X								X			
<b>Certifications ("X" equals required for the position)</b>	<b>Source</b>																																
Certified Parks and Recreation Professional/Executive	NRPA	2yrs	X						X	X								X	X									X	X				
Certified Playground Safety Inspector	NRPA	2yrs							X	X	X																						
Alcohol Server Certification	OLCC	5yrs																X			X	X			X								
Food Handler Certification	OHA	5yrs																			X	X			X								
Pesticide Applicators License	Pesticide Reg. Dept.	2yrs							X	X	X	X																					
CPR/AED/First Aid Certification	Red Cross/American Heart	2yrs												X				X	X	X	X	X	X					X	X	X	X	X	X
<b>Conferences ("X" equals authorized to attend)</b>																																	
NRPA conference and workshops	NRPA	A	X						X									X	X	X	X	X						X	X	X	X	X	
ORPA conference and workshops	ORPA	A	X						X	X																							
<b>Training ("X" equals required for the position)</b>	<b>Source</b>																																
Child Abuse: <i>Mandatory Reporting</i>	In-House Policy Review	3yrs																X	X	X	X	X	X					X	X	X	X		
Concussion Awareness: <i>Athletics</i>	In-House Policy Review	3yrs																		X										X	X	X	X
General Safety & Preparedness Training	In-House Training	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wizer Technology Training	In-House Training	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IPRA Monthly Skills Series	Illinois Recreation & Parks Association	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							

