**Parks and Recreational Management**

Subject Code: 010735

Course & Unit Descriptions

**Course Description:**

Students will design facilities, develop educational programs and manage resources for use in public recreation. Students will maintain and operate equipment for maintaining wildlife habitat and supporting a variety of public recreational activities and facilities. Throughout the course, students will develop marketing and programming skills for park development, apply management practices to park operations and learn the systems required to maintain public safety.

**Unit: Safety and Equipment Operation**

Students will safely inspect, perform basic maintenance and operate machinery needed for maintaining parks and recreational fields.

Outcome 1.12

Site and Personal Safety Procedures: Follow site and personal safety procedures in specific situations with specialized tools and equipment, evaluate the situation and take corrective action.

Competency:

1.12.1 Use Occupational Safety and Health Administration (OSHA) defined procedures for identifying employer and employee responsibilities, working in confined spaces, managing worker safety programs, using ground fault circuit interrupters (GFCIs), maintaining clearance and boundaries and labeling.

1.12.2 Interpret safety signs and symbols.

1.12.4 Describe how working under the influence of drugs and alcohol increases the risk of accident, lowers productivity, raises insurance costs and reduces profits.

1.12.5 Identify the location of emergency flush showers, eyewash fountains, Safety Data Sheets (SDSs), fire alarms and exits.

1.12.6 Identify procedures for the handling, storage and disposal of hazardous materials.

1.12.7 Select, use, store, maintain and dispose of personal protective equipment (PPE), appropriate to job tasks, conditions and materials.

1.12.8 Identify safety hazards and take corrective measures.

1.12.9 Identify, inspect and use safety equipment appropriate for the task.

1.12.10 Follow established procedures for the administration of first aid and contact emergency medical personnel when necessary.

1.12.15 Select and operate fire extinguishers based on the class of fire.

Outcome 4.1

Tool, Stationary and Mobile Equipment Maintenance: Inspect, clean, maintain and perform planned preventative maintenance on tools, machinery, implements and equipment.

Competency:

4.1.1 Identify the types of hand tools, power tools and stationary equipment and describe their functions.

4.1.2 Ensure the presence and functionality of safety systems and hardware.

4.1.3 Identify potential hazards and limitations related to the use of hand tools, power tools and stationary equipment.

4.1.4 Maintain machinery, equipment, instrument and facility cleanliness, appearance and safety.

4.1.5 Inspect and service the electrical connections and lamps.

4.1.6 Inspect for fluid leakage, fluid levels and the condition of fluids.

4.1.7 Clean, lubricate and adjust machinery and equipment.

4.1.8 Select fluids, maintain fluid levels and replace system filters.

4.1.9 Inspect and maintain fluid conveyance and storage components (e.g., hoses and lines, valves, nozzles).

4.1.10 Inspect and replace drive belts.

4.1.11 Calibrate metering, monitoring and sensing equipment.

Outcome 4.2

Equipment Operations: Operate and maintain mechanical equipment and power systems.

Competency:

4.2.1 Follow manufacturer’s recommended operating procedures and adjustment specifications.

4.2.2 Differentiate among the functions, limitations and proper use of equipment, equipment controls and instrumentation.

4.2.3 Perform pre- and post-operation inspections and adjustments and report malfunctions.

4.2.4 Perform appropriate start-up, operating and shut-down procedures.

4.2.5 Select and operate the equipment and attachments needed to complete the task including levers, pedals or valves.

**Unit: Recreational Area Development and Maintenance**

Using design and mapping principles, students will develop recreational areas utilizing plant and soil materials. Students will construct the area using the plans developed and maintain the project once completed.

Outcome 5.3

Design and Estimate: Plan and design a basic site plan for a desired outcome.

Competencies

5.3.1 Identify, interpret and use symbols, lines, dimensions, views, sections, site plans, floor plans, specifications, common scales, detail drawings and abbreviations on drawings and prints.

5.3.2 Apply proportional reasoning and indirect measurement techniques.

5.3.3 Complete a site inventory and analysis, including physical conditions, code and utilities requirements and the environmental impact.

5.3.4 Develop a program list, including intended use, budget, economics, customer wants and needs and maintenance.

5.3.5 Apply the principles of balance, proportion, scale, focal point, emphasis, rhythm, harmony and unity to create a design.

5.3.6 Apply the elements of line, function, form, texture and color to create a design.

5.3.7 Incorporate design, organizational and spatial principles into a design.

5.3.8 Calculate the space requirements and compute various attributes, including length, angle measurement, surface area and volume.

5.3.9 Prepare sketches, drawings, prints, specifications and construction details.

5.3.10 Apply designing and drawing tools and industry-specific software to a project, including computer aided design (CAD) software.

5.3.11 Identify construction documents, common scales, specifications and materials used in construction or fabrication.

5.3.12 Estimate material, construction and equipment needs, availability and costs.

5.3.13 Establish the sequential steps of construction and installation.

Outcome 5.4

Surveying and Mapping: Perform surveying procedures to construct a site plan.

Competency:

5.4.1 Identify civil drafting symbols and abbreviations.

5.4.2 Interpret maps, topographic site plans, deeds and aerial or satellite imagery for site planning.

5.4.3 Perform site measurements.

5.4.4 Integrate map and surveying data into geographic information system (GIS) or computer aided design (CAD) software.

5.4.5 Identify topographical and existing features of areas, including property lines, benchmarks, utilities, streets and setbacks, on survey maps, parcel maps and plats.

Outcome 5.6

Construction: Follow architectural plans to construct and repair simple outdoor structures and minor building additions.

Competency:

5.6.1 Compare and contrast the structural properties, grades and types of construction materials.

5.6.2 Lay out, cut, smooth, shape and bore construction materials.

5.6.3 Lay out, cut and install decks and floors.

Outcome 6.1

Soils: Apply knowledge of soil characteristics and soil information resources to overcome any existing soil use limitations while maintaining or improving soil quality.

Competency:

6.1.1 Identify soil forming factors and explain how they produce variability in soils.

6.1.2 Describe the relationship among physical properties of soils.

6.1.3 Collect, test and analyze soil samples for physical and chemical properties.

6.1.4 Identify factors (e.g., climate, vegetation, soil texture, drainage, management practices, landscape) affecting organic matter and its function in soil quality.

6.1.5 Determine land use and identify land capabilities classes.

6.1.6 Apply soil conservation practices to reduce soil erosion and compaction.

6.1.7 Compare and contrast the causes and effects of soil erosion.

6.1.8 Describe soil limitations in agronomic, urban and natural resource practices.

6.1.9 Evaluate soil survey data and implement management decisions.

Outcome 6.7

Solid Waste and Renewable Resource Management

Control and process solid waste using current and alternative technologies.

Competency:

6.7.6 Describe and implement solid waste management methods (e.g., composting, incineration, recycling, burial).

Outcome 8.4

Growth and Management: Manage and manipulate plant development through the selection, planting and growing of seeds and plants, based on global demand, economic importance and growing conditions.

Competency:

8.4.15 Analyze plant water requirements and provide water through artificial or natural means.

**Unit: Natural History - I.D. of plants, birds, mammals, reptiles, invertebrates**

Students will identify plants, birds, mammals, reptiles and invertebrates that may be located in the areas they are managing. Students will care, manage, and identify restoration procedures.

Outcome 2.3

Care and Management: Apply animal care and management procedures to ensure animal husbandry and welfare, including managing environmental conditions to ensure animal health and performance.

Competency:

2.3.1 Identify species-specific terminology based on gender and age.

2.3.2 Identify, classify, evaluate and select animal species or breeds for a desired outcome.

Outcome 6.11

Habitat Management and Restoration: Develop a plan for the management and restoration of a specific habitat.

Competency:

6.11.1 Differentiate the properties and characteristics of habitats.

6.11.2 Examine sites and place them into ecological classifications.

Outcome 6.10

Ecosystems: Evaluate biotic and abiotic components and relationships in ecosystems to apply restoration and conservation practices that maintain functionality.

Competency:

6.10.1 Describe ecological levels, including population, community, ecosystem and biosphere.

6.10.2 Distinguish the flow of energy through ecosystems.

6.10.3 Identify and classify interactions among organisms, including predation, symbiosis and competition, to determine species interdependent relationships.

6.10.4 Describe the process of succession and its impact on ecosystems.

6.10.5 Connect biotic interactions with the abiotic environment.

6.10.6 Describe biogeochemical cycles (e.g., carbon, nitrogen, phosphorous, hydrological) and their roles in maintaining equilibrium in an ecosystem.

6.10.7 Identify interactions of ecosystems to differentiate biomes.

6.10.8 Select and implement restoration ecology practices to repair damaged ecosystems.

6.10.9 Determine the impact of native and non-native invasive species on ecosystems.

6.10.10 Describe the relationship between evolution and ecosystems.

**Unit: Recreational Programming**

Students will create and promote recreational activities utilizing the strengths of their park and recreational area. Students will package and deliver their activities using available technology and communication skills.

Outcome 1.4

Knowledge Management and Information Technology: Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

Competency:

1.4.1 Use office equipment to communicate (e.g., phone, radio equipment, fax machine, scanner, public address systems).

1.4.2 Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).

1.4.3 Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.

1.4.4 Use system hardware to support software applications.

1.4.5 Use information technology tools to maintain, secure and monitor business records.

1.4.6 Use an electronic database to access and create business and technical information.

1.4.7 Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).

1.4.8 Use electronic media to communicate and follow network etiquette guidelines.

Outcome 1.6

Business Literacy: Develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.

Competency:

1.6.1 Identify business opportunities.

1.6.3 Explain the importance of planning your business.

1.6.5 Describe organizational structure, chain of command, the roles and responsibilities of the organizational departments and interdepartmental interactions.

1.6.6 Identify the target market served by the organization, the niche that the organization fills and an outlook of the industry.

1.6.7 Identify the effect of supply and demand on products and services.

1.6.8 Identify the features and benefits that make an organization’s product or service competitive.

1.6.9 Explain how the performance of an employee, a department and an organization is assessed.

1.6.11 Describe how all business activities of an organization work within the parameters of a budget.

Outcome 1.8

Operations Management: Plan, organize and monitor an organization or department to maximize contribution to organizational goals and objectives.

Competency:

1.8.1 Forecast future resources and budgetary needs using financial documents (e.g., balance sheet, demand forecasting, financial ratios).

1.8.2 Select and organize resources to develop a product or a service.

1.8.3 Analyze the performance of organizational activities and reallocate resources to achieve established goals.

1.8.4 Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies).

1.8.7 Collect information and feedback to help assess the organization’s strategic planning and policymaking processes.

1.8.8 Identify routine activities for maintaining business facilities and equipment.

1.8.9 Develop a budget that reflects the strategies and goals of the organization.

1.8.10 Analyze how business management and environmental management systems (e.g., health, safety) contribute to continuous improvement and sustainability.

Outcome 1.10

Sales and Marketing: Manage pricing, place, promotion, packaging, positioning and public relations to improve quality customer service.

Competency:

1.10.1 Identify how the roles of sales, advertising and public relations contribute to a company’s brand.

1.10.2 Determine the customer's needs and identify solutions.

1.10.3 Communicate features, benefits and warranties of a product or service to the customer.

1.10.4 Identify the company policies and procedures for initiating product and service improvements.

1.10.5 Monitor customer expectations and determine product/service satisfaction by using measurement tools.

1.10.6 Discuss the importance of correct pricing to support a product’s or service’s positioning in the marketing mix.

1.10.8 Use promotional techniques to maximize sales revenues (e.g., advertising, sales promotions, publicity, public relations).

1.10.10 Demonstrate sales techniques.

**Unit: Business Law and Enforcement**

Following all local, state, and federal laws, students will enforce the rules required in operating and maintaining their park or recreational area.

Outcome 1.3

Business Ethics and Law: Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

Competency:

1.3.1 Analyze how regulatory compliance (e.g., United States Department of Agriculture [USDA], Food and Drug Administration [FDA], United States Department of Interior [USDI], Ohio Livestock Care Standards, water quality standards, local water regulations, building codes) affects business operations and organizational performance.

1.3.2 Follow protocols and practices necessary to maintain a clean, safe and healthy work environment.

1.3.3 Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).

1.3.4 Identify how federal and state consumer protection laws affect products and services.

1.3.5 Access and implement safety compliance measures (e.g., quality assurance information, safety data sheets [SDSs], product safety data sheets [PSDSs], United States Environmental Protection Agency [EPA], United States Occupational Safety and Health Administration [OSHA]) that contribute to the continuous improvement of the organization.

1.3.6 Identify deceptive practices (e.g., bait and switch, identity theft, unlawful door-to-door sales, deceptive service estimates, fraudulent misrepresentations) and their overall impact on organizational performance.

1.3.7 Identify the labor laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission [EEOC]).

1.3.8 Verify compliance with computer and intellectual property laws and regulations.

1.3.9 Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational and professional ethical standards.

Outcome 7.7

Biosecurity: Connect the sources and causes of contamination and develop the protocols to implement bio-security procedures.

Competency:

7.7.4. Assess a facility's biosecurity, classify the level of risk and recommend improvements.

**Unit: Emergency Response**

Complying with all local, state, and federal regulations, students will identify potential hazards in their park or recreational area and treat appropriately. Students will adhere to all emergency procedures required for accidents or hazards.

Outcome 6.8

Contaminants and Pollution Control: Assess an affected area, determine the source and type of contaminant and respond.

Competency:

6.8.7 Identify, comply with and implement contaminant control, remediation and prevention practices (e.g., biological, sanitation, buffer strips).

6.8.10 Develop and implement various emergency response plans.

6.8.11 Identify and contact local emergency response teams.

6.8.12 Analyze environmental conditions that influence environmental response.

Outcome 6.9

Hazardous Materials and Waste Management: Follow and apply handling, storage and recording procedures for hazardous materials and waste.

Competency:

6.9.1 Identify and differentiate solid waste, hazardous waste, toxic waste and radioactive waste streams.

6.9.2 Describe health and safety practices for reducing risks from hazardous materials (e.g., safety data sheet [SDS], employer notification forms, personal protective equipment [PPE]).

6.9.3 Demonstrate appropriate responses for major types of hazardous materials disasters (e.g., chemical releases, fires, explosions).

**Unit: Exhibit Design and Construction**

Using design and construction principles, students will design and build a recreational area identifying all materials and costs associated.

Outcome 5.3

Design and Estimate: Plan and design a basic site plan for a desired outcome.

Competency:

5.3.1 Identify, interpret and use symbols, lines, dimensions, views, sections, site plans, floor plans, specifications, common scales, detail drawings and abbreviations on drawings and prints.

5.3.2 Apply proportional reasoning and indirect measurement techniques.

5.3.3 Complete a site inventory and analysis, including physical conditions, code and utilities requirements and the environmental impact.

5.3.4 Develop a program list, including intended use, budget, economics, customer wants and needs and maintenance.

5.3.5 Apply the principles of balance, proportion, scale, focal point, emphasis, rhythm, harmony and unity to create a design.

5.3.6 Apply the elements of line, function, form, texture and color to create a design.

5.3.7 Incorporate design, organizational and spatial principles into a design.

5.3.8 Calculate the space requirements and compute various attributes, including length, angle measurement, surface area and volume.

5.3.9 Prepare sketches, drawings, prints, specifications and construction details.

5.3.10 Apply designing and drawing tools and industry-specific software to a project, including computer aided design (CAD) software.

5.3.11 Identify construction documents, common scales, specifications and materials used in construction or fabrication.

5.3.12 Estimate material, construction and equipment needs, availability and costs.

5.3.13 Establish the sequential steps of construction and installation.

Outcome 5.4

Surveying and Mapping: Perform surveying procedures to construct a site plan.

Competency:

5.4.1 Identify civil drafting symbols and abbreviations.

5.4.2 Interpret maps, topographic site plans, deeds and aerial or satellite imagery for site planning.

5.4.3 Perform site measurements.

5.4.4 Integrate map and surveying data into geographic information system (GIS) or computer aided design (CAD) software.

5.4.5 Identify topographical and existing features of areas, including property lines, benchmarks, utilities, streets and setbacks, on survey maps, parcel maps and plats.

Outcome 5.6

Construction: Follow architectural plans to construct and repair simple outdoor structures and minor building additions.

Competency:

5.6.1 Compare and contrast the structural properties, grades and types of construction materials.

5.6.2 Lay out, cut, smooth, shape and bore construction materials.

5.6.3 Lay out, cut and install decks and floors.

**Unit: Business Leadership & Employability Skills**

Students will develop critical thinking and problem solving skills through the use of a variety of practical scenarios. Students will demonstrate leadership skills through participation with peer groups, support services, and professional organizations.

Outcome 1.1

Employability Skills: Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

Competency:

1.1.1 Identify the knowledge, skills and abilities necessary to succeed in careers.

1.1.2 Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.

1.1.3 Develop a career plan that reflects career interests, pathways and secondary and postsecondary options.

1.1.4 Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.

1.1.5 Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, resumé writing, interviewing skills, portfolio development).

1.1.6 Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.

1.1.7 Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.

1.1.8 Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.

1.1.9 Give and receive constructive feedback to improve work habits.

1.1.10 Adapt personal coping skills to adjust to taxing workplace demands.

1.1.11 Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.

1.1.12 Identify healthy lifestyles that reduce the risk of chronic disease, unsafe habits and abusive behavior.

Outcome 1.2

Leadership and Communications: Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

Competency:

1.2.1 Extract relevant, valid information from materials and cite sources of information.

1.2.2 Deliver formal and informal presentations.

1.2.3 Identify and use verbal, nonverbal and active listening skills to communicate effectively.

1.2.4 Use negotiation and conflict-resolution skills to reach solutions.

1.2.5 Communicate information (e.g., directions, ideas, vision, workplace expectations) for an intended audience and purpose.

1.2.6 Use proper grammar and expression in all aspects of communication.

1.2.7 Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.

1.2.8 Identify the strengths, weaknesses and characteristics of leadership styles that influence internal and external workplace relationships.

1.2.9 Identify advantages and disadvantages involving digital and/or electronic communications (e.g., common content for large audience, control of tone, speed, cost, lack of non-verbal cues, potential for forwarding information, longevity).

1.2.10 Use interpersonal skills to provide group leadership, promote collaboration and work in a team.

1.2.11 Write professional correspondence, documents, job applications and resumés.

1.2.12 Use technical writing skills to complete forms and create reports.

1.2.13 Identify stakeholders and solicit their opinions.

1.2.14 Use motivational strategies to accomplish goals.