

**THE FREEPORT SERIES**  
**A PARK DISTRICT**  
**ROLE PLAY**  
**MODULE**

Based on Procedures  
used by the

**Freeport Park District**  
in Freeport, IL

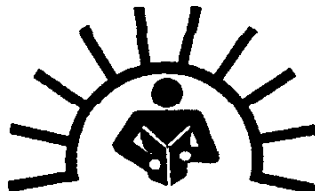
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This is a  
customized Role Play Module  
Developed by  
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It is part of the Freeport Series based on job duties  
and practices in specific businesses in Freeport, Illinois.

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**THE PEEKAN DIFFERENCE**

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# Objectives

- Participants will use analysis, synthesis and evaluation thinking processes to schedule employee working schedules.
- Participants will reconfigure given information to complete a form.
- Participants will incorporate given detail into written paragraphs. These paragraphs will be structured to meet a given goal.
- Participants will complete several maintenance service directives using given detail.
- Participants will summarize and record daily activities.
- Participants will make judgments, prioritize and problem solve based on logic.

## Basic Skills Utilization

In order to be a successful, contributing employee, it is important to have basic skills intact. For the purposes of this program, basic skills are considered to include:

- mastery of basic math
- ability to read, write and speak
- ability to utilize critical and creative thinking in daily life

The breakdown of the requirements of these basic skills throughout this program follows:

Mastery of basic math: Task #1, Task #2, Task #5

Ability to read, write and speak: Task #1, Task #2, Task #3, Task #4, Task #5,  
Task #6

Ability to utilize critical and creative thinking skills: Task #1, Task #2, Task #3,  
Task #4, Task #5, Task #6.

## Teaching Suggestions

- This Role Play Module is designed to offer a very realistic hands-on task utilizing skills required of entry level employees in a park district position. It is suggested that a participant complete all components in order to have a fairly complete picture.
- Participants will sometimes make comments indicating that they do not know how to complete portions they are unfamiliar with and/or portions that require subjective, critical thinking. It is suggested that trainers give as little assistance as possible. Participants should be encouraged to imagine that they are actually on the job and there is no one available to help them.
- The Freeport Park District includes 450 acres of land. It is a tax-supported body with an elected board that sets policy. Twenty-five percent of the Park District revenue is brought in through fees and program revenues (such as concessions). There are many seasonal recreation and maintenance employees. There are 325,000 gallons of water in the swimming pool.
- An actual Freeport Park District Program Brochure is included as a sample.
- Most of the activities in this Role Play Module can be completed either individually or in groups. In a park district setting, most of these activities would be completed individually

# TASK #1

## Schedule Summer Recreation Staff

### **Individual and Team Directions:**

- Complete a work schedule for the month of June for the following programs:
  - boats
  - concessions
  - mini golf
  - merry-go-round
- When possible, accommodate each employee's requests for time off.
- Designate work shift by using a key (for example--star and bullet) and then putting the appropriate mark in front of each name.
- Complete the "program" and "year" blanks for the different schedules.
- Use the information on the Fact Sheet for scheduling guidelines.
- When done scheduling, complete the chart below the calendar in order to determine if the schedule is fair and equal.

# TASK #1

Schedule Summer Recreation Staff--Blank Calendar  
 Program \_\_\_\_\_ Year \_\_\_\_\_

<b>SUNDAY</b>					
<b>MONDAY</b>					
<b>TUESDAY</b>					
<b>WEDNESDAY</b>					
<b>THURSDAY</b>					
<b>FRIDAY</b>					
<b>SATURDAY</b>					

Employee	1st Shift	2nd Shift	# of Sat/Sun	# of Hours

Employee	1st Shift	2nd Shift	# of Sat/Sun	# of Hours

Employee	1st Shift	2nd Shift	# of Sat/Sun	# of Hours

# TASK #1

## Schedule Summer Recreation Staff--Fact Sheet

- Use the following guidelines for scheduling:
  - °Boats--one person needs to work each shift. The shifts are 11:30-4:00 and 4:00-8:00
    - Boat employees include: Matt, Ellen, Anna and Quinn.
    - The four employees are to work a fairly equal number of weekends and a fairly equal number of hours. Employees usually work up to six days per week.
    - Requests for time off--Ellen (June 17 & 18), Quinn (June 27-29)
  - °Concessions--There are three concession locations--Taylor Park, Krape Park, Read Pool. One person needs to work each shift at Krape and Taylor Park. Four people need to work each shift at Read Pool. The shifts are:
    - Taylor Park--5:30-9:30
    - Krape Park--11:30-4:00 and 4:00-8:00
    - Read Pool--11:00-3:30 and 3:00-8:00
    - The Read Pool Concession requires four people for each shift. A separate schedule is to be made for each shift.
    - Concession employees include: Robyn, Stacy M., Michelle, Carrie, Amanda, Aimee, Leslie, Mike, Anne, Stacy S., Bob, John, Dick, Harry, Judy and Diane.
    - Concession stand employees may work up to two shifts per day.
    - Requests for time off--Judy (June 17 & 18), John (June 27-29), Carrie (June 13-15), Robyn (June 25-30), Mike (June 11-16), Aimee (June 1-9)
    - Mike cannot work on Thursdays.
    - Stacey M. can only work after 1:00.
    - Carrie, Anne, Michelle, Bob, John, Dick, Harry, Mike and Diane are guaranteed 90 hour per month.
    - Employees usually work up to six days per week.
  - °Merry-Go-Round--one person needs to work each shift. The shifts are 11:30-4:00 and 4:00-9:00. Mini Golf--one person needs to work each shift. The shifts are 11:30-4:30 and 4:30-10:00.
    - A single staff of employees covers the Merry-Go-Round and the Mini Golf. This staff includes: Julie, Jennifer, Sean, Catherine and Cara.
    - Sean prefers to work Mini Golf and Catherine prefers to work the Merry-Go-Round.
    - Sean, Cara, Jennifer and Catherine are the four regular employees and are to work a fairly equal number of weekends and a fairly equal number of hours. Julie is the substitute.
    - No employee may work more than 30 hours per week and no one may work more than one shift per day. An employee may not work a shift at the Merry-Go-Round and a second one at the Mini Golf. It is one shift per day across the board. Employees may work up to six days per week.
    - Requests for time off--Julie (June 13-14), Sean (June 17-24), Cara (June 25-28)