



Friday, April 12
8:30 am-4:00 pm

Providing professionals in the recreation field a curriculum that builds a strong foundation of basic skills needed to succeed in a supervisory position. Sessions provide opportunities to increase knowledge, which can be implemented immediately and expose participants to emerging trends that can help advance their career in the recreation field.

LOCATION:

Bartlett Park District
Community Center
700 S. Bartlett Rd
Bartlett, IL 60103

.40 CEUS

Choose to attend the sessions that fit you. With a variety of session choices, you will find the right educational opportunity at Supervisor Symposium.

IPRA MEMBER: \$80

NON MEMBER: \$120

IPRA Student Member: FREE

Lou Malnati's Lunch Included



Thank you for registering for this year's Supervisor Symposium. We are celebrating the Symposium's 18th year of providing professionals educational and networking opportunities. Attendees are focused on developing their skills, knowledge, and abilities to be successful leaders in the field of recreation. The content provided by each presenter will refresh and invigorate you on your path to continued success.

2019 Committee Members

Liz Serruto, CPRP, Chair
Recreation Supervisor,
Bloomingdale Park District

Mary Liz Jayne, CPRP, Chair- Elect
Recreation and Fitness Manager
Lisle Park District

Karyn Roth, CPRP, Past Chair
Superintendent of Recreation,
Norridge Park District

Greg Stanczyk, CPRP
Assistant Director of Recreation,
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Marissa Moravec, CPRP
Membership Services Supervisor,
Vernon Hills Park District

Nicholas Serritella, CPRP
Scheduling Manager,
Bartlett Park District

Kolbe Kasper, CPRP, CPO
Fitness and Facility Manager,
West Chicago Park District

Nicole Ginger
Recreation Supervisor,
Bloomingdale Park District

Cancellation Policy

Must be received by 4/5/19 in order to receive a refund (less an administrative fee). No refunds will be granted for cancellations after this date. Substitutions for those unable to attend will be allowed.

ADA Compliance

In compliance with the Americans with Disability Act, IPRA will make reasonable efforts to accommodate persons with disabilities.

Thank you to our 2019 Sponsors:



Schedule

April 12, 2019

8:30-9:00 am- Check In
(light breakfast provided)

9:00-10:15 am- Keynote
Steve Beck

10:30-11:45 am- Breakout 1

11:45 am-1:00 pm- Lunch
Lou Malnati's Pizza and Salad

1:15-2:30 pm- Breakout 2

2:45-4:00 pm- Breakout 3

4:00 pm- Closing Social at Pasta Mia's
(116 Bartlett Plaza, Bartlett, IL 60103
Light Appetizers included)

Keynote

Steve Beck

Steve is recognized as an outstanding Keynote Speaker, Motivator, Instructor and Consultant. His seminars are lively, informative, funny and insightful. His knowledge stems from a 20-year career at Management and Vice President level. His core competencies are in:

- Customer Service
- Motivational Leadership
- Life-Work Balance
- Goal Setting
- Time Management

Steve challenges his audiences to go for it 100%, in their personal life and at work. His message stays with his audience for a long time as he talks about how important the effect they have on others, the importance of setting goals, and being their BEST everyday!

Session 1: 10:30-11:45 am

RFP,RFQ, and Bids

Laure Kosey

Your agency just approved funds for a new project. How do you navigate through the Request for Qualifications (RFQ), Request for Proposals (RFP), or the public bidding process? This session will prepare you to effectively choose professional services and contractors to successfully complete your project on time and within budget.

Sponsorship, Help yourself Help your Agency

Liz Littwin

Are you looking to increase revenue without increasing your taxes? Join Liz Littwin, Corporate and Community Relations, from the Oak Brook Park District to learn how to make more money for your agency, build stronger relationships and make a larger impact on your community.

Steps to Becoming a Superintendent 2.0

**Margaret Resnick, Amy Charlesworth,
Lisa Sheppard**

The path to a Superintendent isn't the same for everyone. Candidates need to create a resume that shows Growth, Leadership and Accountability and prepare properly for an interview. A panel of Executive Directors will share their story of their path to being a superintendent, as well as, their experience in recently hiring department heads

Session 2: 1:15-2:30 pm

**Breaking Down Barriers: The Relationship
between SRA and Park Districts
Mary Liz Jayne and Lisa Bererra**

An Inclusion Fairytale: A parent registers for the program at least one month in advance and is very responsive in answering questions full about their child's disability. The Park District submits a very complete request with ALL pertinent information and the SRA is able to pull from their abundance of expert inclusion staff to staff the program. The Park District and SRA staffs get along great and the child is fully included in the program. An inclusion reality: This doesn't happen. The presenters will speak on how to combat the difficulties of providing inclusion services and how SRAs and Park Districts can work together and reach a common goal. Attendees will get the chance to anonymously submit real scenarios and the presenters will help give suggestions and problem solve.

**Confessions of Young Professional
Matt LaPorte, Katie Gamroth, Matt Vanderkamp,
Brian Kaspar**

Moving On Up: Calling all program supervisors, are you ready to make the next step up in your career? You've got what it takes to become a superintendent – if we can do it, you can do it! This panel session will include a number of recently hired superintendents sharing their stories on how they grew from facility and program supervisors into Superintendents. Discover the steps they took to get to the next level and how they have been successful in their roles. There will be time for discussion, questions & answers. Begin to navigate your own journey towards becoming a superintendent with this interactive session.

**Making your Internship Valuable for the Intern
Brian Meyer, Doug Sieder, Tom Bower**

Internships are a great way to promote our field and start mentoring the leaders of tomorrow. In this session learn how to run a successful internship program and the many ways that a great internship can benefit not only the intern but also your agency.

Session 3: 2:45-4:00 pm

**Employee Discipline
Sara Yager**

Do you have more questions than answers about employee discipline procedures? Does the thought of writing up, suspending and terminating employees make you cringe? Never fear! PDRMA employment attorney, Sara Yager will walk you through the basics and some hypothetical scenarios to make you more confident and comfortable when managing employee discipline.

**Software Usage Panel
Matt Hartnett, Liz Serruto, Mike Loszach**

Do you feel overwhelmed with the different technology options that are out there? Prefer not to hear from sales people? Come listen to a panel of park district staff using the following software programs: Constant Contact, EPact, CampDoc, and When to Work to see if these software applications might help you be more efficient in your role. Session will highlight pros and cons of each, simple walk throughs of sample uses and time for open questions.

**Training Your Staff to Accept Diversity
Manuel Aguilar**

Recreation professionals often have the responsibility of meeting the needs of individual clientele within a diverse community. As a professional you must embrace diversity to improve business, collaborate and discover innovative ways to provide programs and services. In this session professionals will be introduced to concepts that allow them to explore their own unconscious biases, develop a working definition of diversity and gain an understanding of your agency's clientele.