



Purpose and Work Streams 2016-17

Madison School & Community Recreation

Purpose

Purpose	Department Manager
MSCR will enhance the quality of life for individuals in the Madison Metropolitan School District and for the community by providing recreation and enrichment opportunities year-round that are accessible to all.	Lucy Chaffin

Major Work Streams

Title	Description	Lead
Outreach	Outreach events and fairs; marketing including social media, program guide, e-newsletter, media contacts.	Sharon Neylon
Human Resources	-Recruit for all MSCR seasonal employees via social media, job fairs, distributing lists of current job and volunteer openings on campuses, maintaining MSCR seasonal employment and volunteer opportunities on SearchSoft. - Maintain confidential MSCR seasonal employee files, pre-employment record checks, employee data in MUNIS	Sharon Neylon
Program Registration	·Seasonal program information entered into Active software, "rolling over" from prior same season and making edits of time, dates, location. ·Accept registrations online, by mail, fax or in person. ·Customer Account activation. ·Send confirmations via email or US mail, manage wait lists. ·Daily reconciliation of money collected collected online and in the office. ·Office manager collects financial reports and money from program assistants and prepares bank deposits, and reconciles online and in house credit card transactions. ·Office manager makes sure revenue is distributed into correct revenue accounts. ·Office manager & accountant review annual revenue, deposits and balance accounts.	Lisa Roscoe
Recreation Programs and Services	·Adminstrators/program specialists review current programs, decide which to continue, change or end. ·Communicate with MSCR HR staff to post open positions, interview and select staff, interview, initiate and send out employment agreements. completed by program assistants. ·Secure facilities and reserve in Class software. ·New employees complete paperwork, get background checks and TB tests, which are completed by the HR program assistant. ·Staff orientation and training ·Programs advertised, registration takes place, programs begin. Evaluate programs at end of each semester, repeat 3 times/year.	Janet Dyer, Chad Thom, Eileen Otis, Diana Miller, Cristine Reid, Ian Hannah

Facility Rentals	<ul style="list-style-type: none">·School secretaries reserve facilities for school sponsored activities using Active software (June-August)·MSCR program assistants enter or edit MSCR programs and facility reservations 3 times per/year·MSCR director updates web page, loading forms, changing dates·Facility rentals processed & confirmed by program assisant·Renters sign and return copy of rental contracts.·Monthly rental invoices issued and mailed·Rental payments collected, processed and reconciled monthly by MSCR accountant·Daily problem solving around facility use between renters, school based and MSCR programs	Lucy Chaffin, George Echols
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Priority Projects 2016-17

COMP Priority Project	Strategic Framework Priority Area	Strategic Framework Priority Area Next Step	Project Lead	Q1 Key Implementation Steps	Q2 Key Implementation Steps	Q3 Key Implementation Steps	Q4 Key Implementation Steps	Metrics for Monitoring Completion and Success
Improve access to MSCR programs and services by adults of color.	N/A	N/A	Janet Dyer, Diana Miller, Cristine Reid	Set up mandatory data collection systems in Teamsideline, Active, etc. Make sure that all systems can collect the data we need.	Begin collecting data to establish a baseline.	Run seasonal reports for programmer review - Dec. 2016, May 2017	Share data with staff teams and begin thinking about strategies for next year.	Two seasons of data will be collected and analyzed. Based on data collected, begin developing strategies to use in 2017-18 that will improve access to MSCR programs and services by adults of color.
Continue to improve MSCR work climate	IV: Thriving Workforce	Refine the recruitment, hiring, induction and engagement processes for all roles at all levels of the system to ensure maximum retention of all employees.	Lucy Chaffin	Share the data from April Climate Survey. Start with the "why." Coffee shop (focus groups) at August All Staff meeting to better identify issues of concern and potential solutions.	Admin. Team review and identify best ways to implement suggested changes. Implement Leadership Academy in October. Suggest topics and projects for Leadership Academy.	Prep staff for MMSD climate survey. FAQ on how survey relates to MSCR. Clarify with R&E our questions on the survey.	Review 2017 Climate Survey data	MSCR Climate Survey spring 2017 will show improvement in the areas relative to communication
Complete MSCR Long Range Plan	N/A	N/A	Lucy Chaffin	Finalize and implement changes in administrative staff responsibilities, to best carry out work under the 5 Key Strategies.	Program areas develop action steps for the 5 Strategic Priorities. Public input via surveys. Focus groups with partner agencies, MMSD colleagues.	Provide regular updates to Kelly. Kelly shares final product with Jen	Plan completed end of December 2016	Plan will be completed with action steps from each MSCR team
Improve access to MSCR programs by adults with disabilities participating in MSCR programs	N/A	N/A	Chad Thom	Set up mandatory data collection systems in Teamsideline, Active, etc. Make sure that all systems can collect the data we need	Begin collecting data to establish a baseline.	Run seasonal reports for programmer review - Dec. 2016, May 2017	Share data with staff teams and begin thinking about strategies for next year.	Two seasons of data will be collected and analyzed. Based on data collected to date, begin developing strategies to improve access to adults with cognitive disabilities.