



Assignment 2: Staffing Plan (10 pts)

Deadline: Monday, November 4 by midnight

A. Include the name of your municipal recreation center.

B. Develop an **organizational chart for your recreation center.**

Organizational charts are physical representations of the structure of an organization. They include an identification (job title) of each position in the organization with its position relative to other members of the organization. The chart can identify the hierarchical structure of the organization, the layers of authority and responsibility, and the chain of command for receiving and delivering information.

The recreation center director is the top of the organizational chart. **ALL** employee positions in your recreation center (full and part time) must be included in the organizational chart. Be sure to identify each job title in the organizational chart as full-time or part-time. If you have multiple employees in the same job title such as lifeguards then you must indicate the number of employees by using the job title and then the number of employees such as Lifeguards (8).

The organizational chart must include at least six staff members. Only paid employees are shown on an organizational chart. Do not include employee names, just the job titles. Do not include any volunteers. Be sure to address office and maintenance staff. Be sure to use the exact same job titles used in the organizational chart for the job descriptions and job announcements.

Hint: Try to keep the employees between 6-10 or the Budget assignment will become much more difficult with more employees.

You may use information from online job description, but be sure to submit the assignment in the required format/outline and make the necessary adjustments to fit your recreation center.

Hint: Microsoft Word and PowerPoint (2007) have a good tool for the organizational chart. Select SmartArt and then Hierarchy in either program.

Be sure to pick an organizational chart that is appropriate for a municipal recreation center.

C. Write a detailed **job description** for one (1) full-time and one (1) part-time employee positions. Use the same headings/outline as the sample.

D. Write a detailed **job announcement**, for one (1) full-time and one (1) part-time) position. Use the same headings/outline as the sample. Be sure to address Americans with Disabilities (ADA) and Equal Employment Opportunity Employer (EEOE) and any required drug testing in the job announcement. See sample.

* **Note:** For this assignment be sure your organizational chart represents a recreation center (not a department) and all employees (minimum of six) are represented on the organizational chart. Do not submit a job description or announcement for a position that is not on the organizational chart.

You may use some of the information from the online job descriptions you have found, but be sure to submit the assignment in the required format/outline and make the necessary adjustments to fit your recreation center. Follow the sample formats for the position descriptions and job announcements.



Submit this assignment as a single file or document.