

# Advanced Recreation Facility Management Certificate



## The Program

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Red Deer College (RDC) and Alberta Association Recreation Facility Personnel (AARFP) have joined together to create a certificate program designed to enhance leadership opportunities for recreation facility operators through the combination of technical and management training.

RFP offers technical training for facility operations that is recognized across western Canada. RDC offers advanced management training providing front line managers with the theory and skills to effectively move into a supervisory/management role.

By combining the two programs, a unique certificate offering both technical and supervisory skills was created. Successful students will receive an Advanced Recreation Facility Management Certificate.

## Course Overview

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AARFP Courses	Total Course Hours
Swimming Pool Operator Level 2	32
Arena Operator Level 2	32
Building Maintenance Level 2	16
Parks and Sports Fields Level 2	16

RDC Management Skills for Supervisors Certificate	Total Course Hours
Essentials of Finance	21
Applied Project Management	14
Strategic Planning	14
HR for Managers	21
Business Process Mapping	25

## Audience

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The target audience for this program is individuals who are looking to secure supervisory/managerial positions based on their skills and who have completed the Recreation Facility Management Certificate. These individuals are looking to upskill and advance their training in supervising, managing, and leading others and their work.

## Course Delivery

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These dynamic, interactive sessions cover key aspects of the supervisory function. Course materials are provided. To obtain the certificate, all core courses must be satisfactorily completed and students must meet the attendance requirements as stated in the course outlines

## Course Descriptions

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### AARFP Courses

#### Swimming Pool Operator Level 2

The Advanced Pool Operator Course (Level 2) builds on the material presented at the certified Swimming Pool Operator Level I Course. Participants will learn to deal with more complex problems as swimming pool operators.

### **Arena Operator Level 2**

This intensive workshop covers advanced instruction in refrigeration theory, maintenance and troubleshooting, facility operations, and safety.

### **Building Maintenance Level 2**

This is the second part to the popular Level 1 program. You will learn about painting, electrical systems, plumbing, control systems, building envelop (foundation, cladding, windows and roofing), fire suppression systems and how to troubleshoot common problems with your building systems.

### **Parks and Sports Fields Operator Level 2**

The Parks and Sport fields Level 2 is a two day course that will enable the participants to be involved with hands on and in class components. Some of the key areas that will be covered are Plant Beds, Soil Tests, Dealing with Weed Control, Turf Diseases, Pruning, Composting, and Irrigation. The construction of grass greens and tee boxes and the use of Sulfur Burners will be covered as well. Vandalism and skate board parks are also hot items in the communities and will also be looked at in detail. The course is geared to all staff or management involved with outdoor facilities.

## **RDC Advanced Management Certificate**

### **Essentials of Finance**

Improve your financial acumen. Learn how to analyze financial statements, make capital budgeting decisions, and manage a budget. Emphasis in this course is on the practical application of theory through practice exercises/examples.

#### **Learning Outcomes:**

- Describe the relationship between finance and strategy
- Measure risk and return using ratios, percentages and descriptive narrative
- Build and use financial statements for organizational decision making
- Employ forecasting tools to make decisions, measure the financial impact of decisions made from forecasting.

### **Applied Project Management**

Explore the world of project management from beginning to end. Learn the basic concepts of how projects come to life, how they are managed throughout their lifecycle, and how they are closed-out.

#### **Learning Outcomes:**

- Define the life cycle of a project
- Summarize basic project fundamentals - time management, resource management, cost management
- Assess how and why projects are broken into stages to facilitate work

### **Strategic Planning**

What is a "strategic business planning"? Learn the difference between strategic, operational, and business plans. Realize the purpose of your organization's strategic plan and identify how to align work to business objectives. Using several management analytical tools and problem-solving skills you will develop a model strategic plan.

**Learning Outcomes:**

- Outline and analyze the strategic planning model
- Perform root cause analysis
- Identify key performance indicators and industry benchmarks
- Discuss how strategic planning can be implemented throughout the organization

**HR for Managers**

This course covers strategies to improve employee engagement, retention, and performance. Learn how effective HR strategies in recruitment, orientation, and development contribute to long-term organizational success and reduce costs.

**Learning Outcomes:**

- Outline the processes of employee recruitment, onboarding and retention
- Categorize gaps in employee performance
- Explore appropriate performance management strategies

**Business Process Mapping**

In a competitive business environment, utilizing time and resources to get a quality outcome is essential. This course provides managers the knowledge and tools to map out how work is being performed, where improvements can be made, and how to implement those improvements.

**Learning Outcomes:**

- Examine the critical function of business process management
- Explore the role technology plays in process management
- Conduct a what-if analysis to improve your processes
- Identify how Lean and Six Sigma methods can assist in management and improving process

**Admission Requirements**

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There are no pre-requisites or specific admission requirements for this program.

**Prior Learning**

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There are no prior learning or approved equivalencies for this course.

**Completion Requirements**

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Students must acquire a successful grade in all core courses based on completion of the learning assessment criteria; meet the 80% attendance of each class requirement, and participation as outlined in each student course outline.

Once you have successfully completed the required courses, you will receive a certificate via email from the School of Continuing Education at Red Deer College.

## Transcripts

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Students must acquire a successful grade on all four core courses in order to receive their certificate. As per the Red Deer College grading policy, percentage grades will be converted to the grade of S (satisfactory) or U (unsatisfactory) for non-credit career development programs.

## RDC Student Policies

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### Changes to the Course Outline:

Changes to the course outline may be made after the first class, providing this is done in consultation with the students and instructors and reviewed by the Program Coordinator for completeness and consistency with all college policies.

### Student Responsibilities:

- As college students, you must accept responsibility for managing your own learning.
- You are expected to have read assigned material prior to class and be prepared for class discussion and exercises on the topic.
- You are responsible for completing and understanding exercises distributed in class. Completion of these exercises is extremely important in mastering the subject matter.
- You are encouraged to study together – shared knowledge and experience often enhances individual learning.
- Your attendance is required for all class periods.
- You are strongly encouraged to contact the instructor or instructional assistant if you are encountering difficulty with the subject material.

## Registration

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- Register for AARFP courses online at [aarfp.com](http://aarfp.com)
- Register for RDC courses online at [rdc.ab.ca/continuingeducation](http://rdc.ab.ca/continuingeducation)