

SRCLC Agency Goals – 2025

Overall Agency Goals

1. To create an updated master plan for SRCLC.

- a. SRCLC will collect input from the staff and Board regarding long term planning for the agency via discussion and task forces at least twice by May 1, 2025.
- b. SRCLC will create a strategic plan to outline the next three years by May 14, 2025.
- c. The Superintendents will review, get input from the Board, and update the following manuals by May 14, 2025: Risk Management, Recreation Procedures, Part-Time Staff and Volunteers, and Administrative Procedures.

2. To focus on safety and risk management in all aspects of the Agency.

- a. By June 12, 2025 each Recreation Supervisor will implement a safety training program to peers and part-time leaders. Areas include: Hoyer lifts and wheelchair functions, bus harnesses and tie downs, g-tubes and seizure action plans, and communication boards.
- b. SRCLC Managers and Superintendents will each make at least one program observation seasonally to assess for safety concerns, give immediate direction, and then follow up with specific trainings when deemed necessary. Programs will be assigned at monthly safety meetings.
- c. By June 12, 2025 Recreation Managers responsible for Summer Camp and Active Adult will implement and document site specific procedures for fire and tornado drills.
- d. All vehicles will be inspected and cleaned according to the vehicle inspection form by full-time or Active Adult staff at least once per week.
- e. SRCLC will update driver and fleet policies and procedures based on the Fleet Form Assessment by September 17, 2025.

3. To create a professional and desirable place of employment with a positive work culture.

- a. Managers and Superintendents will implement staff recognition and incentive programs for full-time, part-time, Active Adult, and volunteers throughout the year.
- b. As part of their annual evaluation, each full-time staff will develop and maintain clearly defined goals and objectives which will be monitored on a quarterly basis by the appropriate supervisor.
- c. When appropriate, existing personnel will be given preference for advancement within the Association.
- d. SRCLC will offer at least two wellness programs in 2025 to full-time staff to compliment the PATH program.
- e. SRCLC will offer flexible scheduling to full-time staff including opportunities to work from home, half-days-off when caught up on job tasks, and flex-time off when working on weekends.
- f. SRCLC Managers and Superintendents will objectively enforce behavior and sick policies at programs to reduce risk of exposure, injury, and stress.

Recreation Goals

4. To offer new recreation opportunities in SRCLC programs.

- a. The agency will promote and hold a bi-weekly adult summer camp in the summer of 2025.
- b. The recreation team will offer, promote, and hold at least one new weekly program per season with at least five people enrolled (consider programs in specialized arts, fitness trends, and outdoor recreation).
- c. SRCLC will offer at least ten percent more special events/socials programs in 2025 than 2024.
- d. The recreation team will explore new music lesson opportunities by reaching out to at least three contacts by December 1, 2025.
- e. The hiring team will recruit and train at least three new program leaders to lead weekly programs, social clubs, and special events by June 2, 2025.

5. To increase overall participation in SRCLC programs.

- a. Recreation staff will communicate with the Active Adult waitlist of participants graduating from transition-school in March-May 2025.
- b. SRCLC will increase Active Adult enrollment to a minimum of 10 individuals per day per site by June 2, 2025.
- c. Recreation staff will participate in at least ten outreach events to teach youth and teens (and their families) about SRCLC opportunities by December 1, 2025.
- d. By December 31, 2025, recreation staff (camp coordinators) will research new campsite locations to offer one additional satellite camp for 2026 in partnership with school districts' extended school year.
- e. Administrative staff will explore opportunities to open waitlists at the end of the registration window each season by adding buses, additional time slots and locations, and increasing leadership staff assigned to programs.

6. To improve the evaluation process for participant and family satisfaction of programs.

- a. Recreation Managers will send out electronic surveys of program satisfaction to all enrollees at the end of each Summer Camp and Active Adult season.
- b. By June 2, 2025, SRCLC administrative staff will update the program evaluation of for special events and weekly programs to include participant and family feedback.
- c. All program evaluations will be read by the program supervisor and Superintendent of Recreation to improve knowledge of program successes and areas of improvement.
- d. All SRCLC parents, guardians, or participants will be invited to one virtual discussion per year to discuss program success, failures, and future recommendations. If more than 20 attendees RSVP, the discussion will be broken into participant age groups for efficiency.
- e. Information gained through evaluation will be used to plan for future seasons.

Operations Goals

7. To effectively communicate.

- a. The operations team will investigate ways to improve communication with programs including implementing program cell phones and/or mass communications applications by June 30, 2025.
- b. All public materials will be edited at least twice by a supervisor before being printed or published.
- c. The SRCLC Director will offer twice per year at the Board meeting or via email to attend meetings with Member Agency officials and/or administration to educate and update them on the Agency. He will then attend or appoint a staff to attend 100% of the invited meetings.
- d. SRCLC staff will post on social media feeds at least three times weekly throughout 2025.
- e. SRCLC staff will post on social media “stories” at least once weekly throughout 2025.
- f. SRCLC staff will report exceptional events, news, statistics, and pictures, including results from all athletic tournaments to Board members as related to their community, so our Member Agencies will have the opportunity to share successful stories of their residents and promote SRCLC via social media and newsletters.

8. To improve inclusion procedures.

- a. When the Member Agency is the primary employer, SRCLC will complete intake assessments on 100% of all new participants.
- b. SRCLC will conduct site visits once a month at all active inclusions and report the outcome to the appropriate Member Agency Supervisor within two business days.
- c. The Inclusion Manager will communicate training dates to Member Agencies at least two months in advance.
- d. SRCLC will offer Member Agencies twice per year to attend meetings to review of the inclusion policy, procedures, and expectations.
- e. By September 1, 2025, SRCLC operations staff will conduct a comprehensive evaluation of the summer inclusion program to be shared with the SRCLC Board of Directors for future inclusion recommendations.