

ADMINISTRATIVE DIRECTIVE	
SUBJECT	Sports Complex Community Service Program
ADMINISTRATIVE NUMBER	AD09-56
ORIGINAL EFFECTIVE DATE	January 23, 2009
REVISION DATE	
HISTORICAL REFERENCE	
AUTHORIZED BY	

Purpose:

To establish policies and procedures for the operation of a community service work program for York County-based non-profit organizations at the Sports Complex.

Program Overview:

This program will be utilized to supplement the efforts of paid staff at the York County Sports Complex to meet or exceed the public's expectation for quality service provided in an efficient and cost effective manner. The goal of this program is to create a positive and meaningful experience for members of non-profit organizations and the staff who support these opportunities for community involvement.

1. Administration:

Responsibility for administering this program is assigned to the Sports Complex Facilities Coordinator.

2. Community Service Opportunities:

Opportunities may include, but are not limited to, the following tasks:

- a. Information Services** – assisting park visitors with information, directions, etc.; compilation of usage statistics (vehicle and people counts); inventory of supplies and equipment, etc.
- b. Light Maintenance** – litter control; weeding flower beds; bleacher/team/picnic/playground areas cleaning; vehicle, equipment and window washing; organizing/cleaning storage areas, etc.
- c. Concession Services** – assistance with County concession operations.

Community service opportunities will be available on an as-needed basis as determined by the Facilities Coordinator. Organizations will be eligible for Recognition of Service awards as described herein, subject to available funding.

3. Eligibility:

This program is available to non-profit organizations that are based in York County. Participants from those organizations must be at least 16 years of age. Any participants under the age of 18 shall have written consent of a parent or guardian to participate in this program.

4. Requirements:

- a. Application** – Organizations interested in participating in this program must complete an application form, which is available at the Sport Complex Office or by downloading a copy online at www.yorkcounty.gov/parksandrec. The

completed application form must be returned to the Parks and Recreation Office (or the Sports Complex Office) or it may be completed online.

As part of the application process, the organization shall designate a Community Service Coordinator who must have the authority to submit the application on behalf of the organization and to make commitments and take responsibility for the organization's services and actions.

- b. **Service Agreement** – The Community Service Coordinator will be required to sign an agreement with the County that will outline the responsibilities, time commitments, required dress, etc., necessitated by the type of service work assigned by the Facilities Coordinator. Failure to abide by the terms of this agreement may result in the organization's forfeiture of the agreed upon Recognition of Service award.
 - c. **Record Keeping** – In an effort to ensure that an accurate record of community service work is being documented, the Community Service Coordinator and Facilities Coordinator will confirm the number of organization members and hours worked at the completion of each work day.
5. **Recognition of Service:**

Organizations that successfully complete their community service work commitment will be eligible to receive a contribution of \$5.00 per man hour for work completed by its members, subject to funding availability.