



**To the Mayor and Members of the City Council**

**May 2, 2023**

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**SUBJECT: STAFFING OF COMMUNITY CENTERS AND AQUATIC FACILITIES**

The purpose of this Informal Report (IR) is to provide information regarding methods the Park & Recreation (PARD) and Neighborhood Services (NSD) Departments utilize to proactively address staffing shortages in both community centers and aquatic facilities. The IR also explains how community centers work with community partners to enhance programs, services and overall operations.

**Proactive Steps to Address Staffing Shortages**

PARD and NSD utilize the following methods to proactively seek qualified job applicants for community center positions:

- Conduct and/or participate in hiring fairs
  - March 17, 2023 for Summer Day Camp Leaders
  - April 7, 2023 for Literacy Support Specialists
  - April 15, 2023 Citywide Hiring Fair which netted 47 Camp Leaders and 15 Recreation Assistants
  - May 20, 2023 is the next hiring fair for Camp Leaders and Literacy Support Specialists
- Post positions (Community Center Supervisor, Recreation Programmer, and Program Coordinator) on the job sites of the National Recreation and Park Association and Texas Recreation and Park Society
- Post all positions on City website and hiring websites Indeed and Handshake
- Conduct university visits and actively promote summer positions to:
  - Texas Christian University
  - Texas Women's University
  - Texas Wesleyan University
  - Tarleton State University
- Post positions on social media
- Implemented incentive pay program
- Modified the age requirement to 16 for Recreation Assistants
- Partnering with Workforce Solutions as a pilot to allow placement of those obtaining job skills

**Current Status:**

- As of April 21, 2023, Human Resources had 4 open requisitions for Camp Leader with 240 applicants. Of the 92 camp leader vacancies there are only 20 openings remaining.

PARD utilizes the following methods to proactively seek job applicants for aquatics positions:

- Distributed position availability information to:
  - Fort Worth Independent School District (FWISD) Family Communications and Community Outreach Specialist
  - FWISD Industry Partnership Specialist
  - Executive Director for FWISD Parent Partnerships



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- FWISD Assistant Director of Athletics over Swimming/Diving to target ISD Swim Coaches
- Work with Sigma Swimming to discuss this year and future programming options to increase lifeguard numbers going forward
- Attended Tarrant County Job Fair on April 15, 2023
- Offer lifeguard training to new hires or interested applicants to prepare them for the requirements of the position

**Current Status:**

- Four requisitions for lifeguards have resulted in 59 applications, of which 14 are in process with 3 openings left to fill
- Pool attendant requisitions received 52 applications with 6 in process (no vacancies left to fill)

Aquatics staff is also utilizing positions from Forest Park Pool to on-board additional staff at Marine Park Pool this season. This will provide opportunity for:

- Preventing reductions in hours and days of operation
- Opportunity to offer more rentals
- Increase safety and allow first time lifeguards to be partnered with experienced staff
- Resolve issues with burnout over the course of summer
- A better pool of experienced staff available to return next year when Forest Park Pool reopens
- Provide coverage for staff who take off for illness or vacation, or return to school

**Use of Partnerships to Enhance Programs, Services and Operations**

PARD and NSD collaborate with numerous community organizations and individuals to enhance the programs, services and operations. Agreements fall into four categories:

- **Program Provider:** Individuals and/or companies provide programs and services for a fee paid by the City of Fort Worth. Examples:
  - 619 Productions
  - Creature Teacher
  - Snapology, LLC
  - Impact Activities, LLC (Lifetime Tennis)
  - Katrice Reed
  - Chefsville
  - The American DJ Company
  - International Sister Cities Association of Fort Worth, Inc.
  - Stay Ready Strategic Defense Shorin-Ryu Karate
- **Supplemental Program Provider:** Organizations provide programs and services at no charge to participants or the City of Fort Worth. Examples:
  - Girl Scouts of Texas Oklahoma Plains



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- Volunteers of America Texas, Inc.
- Future Leader Outreach Network
- Amon Carter Museum of American Art
- Family Pathfinders of Tarrant County
- Tarrant Area Food Bank
- **Contract Instructor:** Individuals and/or companies provide programs and services for a participant fee that is split between the instructor and the City of Fort Worth. Examples:
  - Dallas Gust – Gymnastics
  - Tong Il Lo Martial Science
  - Tiger Rock Tae Kwon Do
  - Working with Weights, LLC
  - Yoga by Design
  - Numerous other community members instructing in a variety of programs from art to Zumba
- **Facility Use:** An organization, by contract, utilizes City facilities to conduct their programs for a specific audience.
  - One agreement through a Partners with a Shared Mission contract is with the Boys & Girls Club of Greater Tarrant County to use Diamond Hill Community Center and the Atatiana Carr-Jefferson Community Center at Hillside for the Comin' Up gang intervention program. This agreement does not extend the public operating hours of the facility, but allows use of the facility after it closes.
  - AB Christian Learning Center serves as a Freedom School as a recipient of Children's Defense Funds. Additionally, this program receives funding from Community Development Block Grant (CDBG) and the Crime Control Prevention District (CCPD), and provides year-round programming (Afterschool and Summer Day Camp) at no cost to youth attending Martin Luther King Community Center. This program is fully staffed by contractors employed by the partner organization.

Community Center staff are always seeking partners to enhance the existing portfolio of programs and services. While the program provider, supplemental and contract instructor agreements do not allow staff to extend the centers' hours of operations, they certainly allow staff the opportunity to focus on other areas of facility operation while offering valuable programs for the public. Facility use agreements have the potential to extend the service hours of the center, but not necessarily ensure that those hours are open to the general public.

Please contact Park & Recreation Department Interim Director Dave Lewis at (817) 392-5717, or Neighborhood Services Assistant Director Sonia Singleton at (817) 392-5774, for additional information.

**David Cooke**  
City Manager