



PARKS & RECREATION

Personal Assistant Policy

The City of Greensboro Parks and Recreation Department (GPRD) welcomes the participation of all individuals in our programs, including those with disabilities or special needs. We are fully committed to complying with the Americans with Disabilities Act and providing reasonable accommodations to facilitate participation in our programs. The City of Greensboro recognizes that individuals with disabilities may require the support of a Personal Assistant in order to fully access and participate in GPRD programs.

As used herein, a Personal Assistant is an individual designated by an individual with a disability or the participant's parent/guardian to provide specialized support, supervision and/or assistance to the participant during a GPRD program. A Personal Assistant can be a family member, care giver, service provider, or other individual able and qualified to provide needed support to a GPRD participant with a disability. GPRD staff will work with the participant and/or their parent/guardian to determine the level of support, if any, which is necessary and appropriate to reasonably accommodate participation in a particular program.

The GPRD recognizes the vital role that Personal Assistants play in the positive and successful experiences of the individual(s) they serve. The information contained herein is intended to provide guidance to enhance the experience of all parties interested in the participant including the personal assistant, family members, GPRD, and the personal assistant's agency (if applicable). The GPRD also collects information from and about Personal Assistants for the safety of the GPRD, the personal assistant and all participants.

Expectations for all persons working with GPRD programs:

- Remain with the participant(s) during program hours.
- Assist the participant(s) and engage in all program activities.
- Be responsible for the care of participant(s). This includes assistance with and/or teaching skills (i.e. health, nutrition, hygiene, sportsmanship, social skills, recreational activities, etc.), adequate supervision for safety, and providing a healthy environment for all participants.
- Utilize positive behavior management techniques to address behavior issues for the participant(s). If behavior management is unsuccessful, the participant is allowed to leave.
- Promote inclusion of the participant(s) in all activities.
- Positively interact with all program participants, staff and parent/guardian. Be a contributing member of the partnership by giving and accepting constructive feedback.
- Adhere to GPRD policies and guidelines regarding dress code, cell phone use, etc.



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Requirements to participate in GPRD programs as a participant's Personal Assistant:

- Complete the attached information and waiver form.
- Consent to and be cleared through a standard GPRD background investigation that is conducted for all staff and volunteers. (Background investigation must be completed annually.)

Expectations for Personal Assistants:

- Provide specialized services such as intensive behavior support (safety, hygiene, management systems, etc.), medical/personal care (i.e. catheterization, medication administration, toileting, feeding, etc.), physical assistance (mobility devices, safety, transfers, etc.), and/or special assistance with effective communication to the individual participant. Personal Assistants should not provide these supports for other participants in the program.
- Assist the participant(s) and engage in all program activities (including active games, art projects, swimming, hiking, field trip activities, etc.).
- Follow the guidance of GPRD staff for behavior management. Requests for a personal assistant to provide behavior management techniques not utilized by GPRD staff will be addressed on a case by case basis with the Adaptive and Inclusive Administration (AIR) Staff, and the personal assistant may be required to show proof of training, certification and/or authorization to perform the behavior management technique(s).
- Remain with and assist the participant during transport to off-site activities. Note: the Personal Assistant may be responsible for transporting themselves to off-site activities if space on provided transportation is not available.
- Remain with the participant(s) at all times during program hours, unless otherwise approved and communicated with participant/participant's parent/guardian and AIR administration staff.
- Positively and appropriately interact with all program participants, staff and parent/guardian. Be a contributing member of the partnership by giving and accepting constructive feedback.
- Adhere to GPRD policies and guidelines regarding cell phone use, etc.
 - a. Personal Assistants are asked not to use electronic devices during work hours with GPRD programs (ie: personal cell phones, laptops, Mp3 players, gaming devices, etc.). Personal Assistants are asked to only access their personal cell phones and electronic devices outside close proximity of participants. Personal conversations during the program are not permitted. Personal Assistants should communicate with camp staff if needing to step away for a short period – extensive time away from the participant/program is not appropriate. If needing to leave the program site, the participant must leave with the personal assistant. Inappropriate reading material (ie: electronic (e.g. Kindle) or hard copy materials) should not be brought during program hours. Personal Assistants should not



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allow participants to use their personal electronic devices and should secure all personal items. GPRD is not responsible for damage to staff's electronic device or personal items.

It may take up to two weeks to process an application for a Personal Assistant; please plan accordingly. Personal Assistants may not participate in GPRD programs until the application and all documents are approved. GPRD staff will notify the Personal Assistant regarding the status of their application.

To submit information, or for questions or more information about GPRD's Personal Assistant program please contact:

Sharon Williams, Adaptive and Inclusive Recreation Coordinator	Phone (336) 373-2954
Bre'Yana Hauser, Adaptive and Inclusive Recreation Asst. Coordinator	Phone (336) 373-2735