Park District Expectations

We are happy to have you on our team. We hope that you enjoy your work experience here. We need you to help in making each workday enjoyable and rewarding. Your first responsibility is to know your own duties focusing on being effective, efficient, and engaging. This is a team environment, and we ask that you cooperate with your supervisor and your fellow employees and to assist in maintaining a good team attitude.

While interacting with the public and co-workers please remember that you represent the Sycamore Park District and your department. Your behavior can affect the success of your department and the district. The action of one employee and the performance of one department can impact the overall perception and image of the Sycamore Park District. We ask that, whatever your position, perform every task to the very best of your ability in keeping with the best interests of the District.

We encourage you to utilize the opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed Sycamore Park District standards.

- We believe in an established chain of command following established procedures.
- We are dedicated to making Sycamore Park District an organization where you can approach your superiors to discuss any problem or question.
- We expect you to voice your opinions and contribute your suggestions to improve the quality of Sycamore Park District, so please communicate with each other and with your superiors.

Remember, you help create the pleasant and safe working conditions that Sycamore Park District intends for you.

Open Communication Policy

Sycamore Park District encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with Administration to discuss any concern, problem, or issue that arises during your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive for employees to create or repeat rumors or gossip and/or engage in behavior/conduct that is not in the best interest of the District.

Mission, Vision and Core Values

We ask that each employee utilize the Mission Vision and Core Values to help to determine how to behave, programs to run or consideration of partnerships for the Park District. We want to ensure that all the areas of the District align.

Mission

Connecting Sycamore to wellness, nature, and each other.

Vision

To enhance the Sycamore community through wellness, recreation and greenspace, the Board and Staff take a responsive and inclusive approach to service, community relationships, and sustaining the Sycamore Park District legacy.

Core Values

We value **Equity** by recognizing and serving all groups in our community, and continually seeking new ways to be inclusive and engage with diverse populations.

We value **Transparency** through fiscal responsibility, equitable policies, and pro-active communication.

We value **Sustainability** and are committed to the conservation of Sycamore's green space for recreation and the well-being of the community today and for future generations.

We value **Connections** that stem from the relationships that begin and grow through the opportunities and partnerships we maintain.