

- B. To place the workers where they may render a maximum of service to the community. Placement should be on the basis of the worker's knowledge of the subject matter together with previous training and experience.
  - C. To instill in the workers a professional attitude toward the contemporary philosophy and objectives of recreation.
  - D. To maintain the morale of the workers at all times and protect their welfare through loyalty, cooperation, enthusiasm, devotion to service, fair decisions, good working conditions, and clear-cut lines of authority. This should encourage and result in a better quality-service program.
  - E. Supervisors must assume the major responsibility for the sound training of the workers in order that they make advancement and render a better service to the community as W.P.A. workers and candidates for private employment.
  - F. Supervisors must assume the major responsibility for assistance in planning the workers' program for more effective service.
  - G. The supervisor must be able to adequately supervise the worker's program in action and make a professional evaluation of the services performed.
3. Responsibility of the supervisor to the community:
- A. To inform the community of current policies and procedures concerning the operation of the WPA recreation program.
  - B. To assist with the organization and functioning of the recreation lay or planning committee, and keep this committee in close touch with the operation of the project.
  - C. To serve as a consultant to the community in the planning of new programs, facilities and services.
  - D. To be constantly aware of new resources which may be corralled for their incorporation in the community recreation program by the community and W.P.A.
  - E. To assist in every way possible for more effective community cooperation and coordination in all social or cultural programs.
4. Responsibility of the supervisor for reporting:
- A. It is necessary that all reports be prepared prompt, clear and correct, and routed according to operating procedures.
  - B. Workers must be given information necessary for effective reporting.
5. Responsibility of the supervisor for training:
- A. Supervisors must be able to carry out a well planned program of training with the assistance of area supervisors, recreation training consultants, and the W.P.A. training consultant.
  - B. Supervisors must be sure that all training time shall be subject to the same supervision as time spend in leadership.