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New text provides insight to outdoor site management

Champaign, IL -- *Outdoor Site and Facility Management: Tools for Creating Memorable Places* is a comprehensive resource for staff, boards of directors, management, and owners charged with the complex and challenging task of managing and maintaining properties. The book offers a step-by-step property management plan that will help provide the safe environment and positive atmosphere so important to creating memorable experiences for participants.

Rather than focus on the technical skills of facility maintenance or site development, this book offers a broad perspective of property management. It introduces an integrated systems approach to the management of a variety of organizations, such as overnight and day camps, conference centers, outdoor learning centers, government parks, dude and guest ranches, commercial camp grounds, schools, not-for-profit organizations, and religious organizations. Creative strategies to manage day-to-day operations include:

- Planning and forecasting
- Board and administrator responsibilities
- Working with volunteers
- Natural resource management
- Hiring staff
- Budgeting and financial oversight
- Time management
- Record keeping
- Risk management

The bound-in CD-ROM contains 65 editable forms and customizable checklists for the management and organization of a property, editable job descriptions, and a comprehensive list of hundreds of books, articles, and online resources.

For more information on *Outdoor Site and Facility Management: Tools for Creating Memorable Places*, contact Human Kinetics at 800-747-4457 or visit www.HumanKinetics.com.

ABOUT THE BOOK

Outdoor Site and Facility Management Tools for Creating Memorable Places

Wynne Whyman

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CONTENTS

Chapter 1. Place: Integrating Program and Property Place

Chapter 2. Participants: A Welcoming Invitation

Chapter 3. People: Your Greatest Asset

Chapter 4. Land: Surveying Your Options

Chapter 5. Grounds: Creating Your Setting

Chapter 6. Natural Resources: Inspiration, Education, and Stewardship

Chapter 7. Facilities: Your Visible Identity

Chapter 8. Time: Making the Most of It

Chapter 9. Finances: Constructing Your Future

Chapter 10. Records: At Your Fingertips

Chapter 11. Risk: Managing to Be Prepared