



# Activities Keep Me Going and Going, Volume B

*Jennifer Krupa, Mary Miller, Charles Peckham, Arline Peckham*

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Activities Keep Me Going & Going teaches the set of skills defined in the Modular Education Program for Activity Professionals (MEPAP) 2nd Edition created by the Education Re-engineering Committee of the National Certification Council for Activity Professionals (NCCAP). This book is preparatory for the NCCAP certification exam and a useful reference for the activity professional.

Volume B looks at the management issues that are part of the activity profession. The book will show you how to apply principles of management in your role as an activity professional leading an activity department. It covers MEPAP core content areas 12-20 with an additional chapter on volunteers.

The specific topics covered are the art and science of management, leadership, advocacy within the organization, departmental planning (budgets, equipment, resources), organizing (task outlines, policies and procedures, scheduling), staffing, directing and supervising, control (quality assurance, corrective actions, health and safety), volunteers, and practicum guidelines.

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