

RECREATION & SPORTS COORDINATOR

Objective

To gain a Recreation Supervisor position so that I can provide support to professional and part time staff. I am looking for the opportunity to guide day to day operations of high quality, community recreation facilities. I hope to provide the type of support and management conducive to a healthy work environment so that all staff can not only complete their roles & responsibilities, but also provide a facility that runs efficiently and offers exceptional service to members.

Qualifications

ACSM Exercise Physiologist

Personal Trainer

TRX Qualified Instructor

AHA CPR/AED & First Aid

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Experience

Company Name City , State Recreation & Sports Coordinator 03/2015 to Current

- Assisted in daily supervision and administration of facility and interacted with members to ensure programs were carried out in a safe and effective manner.
- Planned, organized and implemented recreation leagues and events throughout the calendar year.
- Supervised recreation programs, resolving any issues or disputes that may arise.
- Enforced safety and administered first aid to participants when required.
- Assisted supervisor in developing budget and developed innovative ways to increase revenue.
- Responsible for financial transactions including daily cash deposits and purchasing responsibilities including maintaining a purchasing card and receipt of sale.

Company Name City , State Senior Health & Fitness Specialist Contractor 02/2013 to 03/2015

- Developed and implemented programs to assess and increase the health and physical activity levels of various populations.
- Managed HealthCalc software program through the enrollment of new clients and maintained private records.
- Conducted health and wellness assessments for clients and assisted them with goal setting and strategies to improve and maintain their health and worksite wellness.

Company Name City , State Health and Fitness Specialist 08/2012 to 02/2013

- Developed and utilized special programs to connect with various health and wellness populations.
- Maintained great rapport with all customers ensuring all needs were handled in a timely manner.
- Entered appropriate documents into software database ensuring each participant was safe for physical activity assessments and participation.

Company Name City , State Facility Manager 01/2010 to 05/2012

- Supervised 40 staff at the university's 100,000 square foot facility and assisted in the new hire recruitment and training procedures.
- Provided exceptional customer service to all members and prepared daily reports recording any issues within the facility.
- Administrative support by assisting with budget preparation, financial reports, membership sales, payment records, account charges, collections and deposits Leadership
- 2014- Lead over 250 employees at The Center for Disease Control and Prevention's (CDC) "Healthiest Center Institute Office (CIO)" annual program and more than doubled their participation rate from the two previous years.
- Member of Center for Disease Control and Prevention Wellness on Worksite committee.
- 2012-Only intern hired to become part of the Progressive Exercise Specialist team based off of performance, professionalism, and dedication shown during internship.

Education

Bachelor of Science : Kinesiology 2012 East Carolina University , City , State

Skills

- Microsoft Office Programs
- Budget Allocation
- Good interpersonal skills that can help in building a strong team for the growth of the organization.
- Ability to handle different projects for the organization effectively.

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