GENERAL Definition of Work:  
Performs intermediate professional and administrative work handling a variety of tasks, including but not limited to coordination of special projects and related office operations in the Parks and Recreation Department as assigned by the Director of Parks and Recreation. Performs related work as required. Work is performed under the general supervision of the Director of Parks and Recreation.

Essential Functions/Typical Tasks:
Planning, organizing and coordinating assignments which involve program specific operations and administrative services; maintaining official records and files; preparing reports.
(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collects, compiles, evaluates, and reports department-specific program or administrative information;
- Organizes work processes and coordinates work, as assigned, through the department;
- Monitors compliance of various internal and external programs, projects, and policies including but not limited to grant programs, special contracts, special events, and special projects.
- Monitors program compliance in areas such as department marketing, ADA standards, and department standards of operations, as adopted through the NRPA/CAPRA accreditation standards;
- Conducts research and analysis requiring data compilation; analyzes information and makes recommendations;
- Prepares monthly and annual reports;
- Reviews and processes tree requests;
- Works as staff liaison to the Appearance Commission;
- Assists with other department programs and special events as required;
- Performs related tasks as assigned.

Knowledge, Skills and Abilities:
Thorough knowledge of research methods and techniques, report preparation and presentation; ability to research and collect data; ability to maintain detailed records and prepare accurate reports; ability to make decisions and exercise resourcefulness in resolving problems; ability to communicate effectively both orally and in written form; ability to deal with public relations problems courteously and tactfully; ability to instruct recreation activities; ability to adhere to and enforce rules and regulations; ability to use a variety of standard office equipment, including a computer; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:
Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks and recreation administration, public administration, or related field and considerable experience working in local government or non-profit agencies.

Physical Requirements:
This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

Special Requirements:
Possession of an appropriate driver’s license valid in the state of North Carolina; Possession of First Aid/CPR certification must be obtained within the initial six (6) months of employment. Certified Park and Recreation Professional (CPRP) is preferred, with the ability to obtain certification within the first year of employment.
Skills/Capabilities Profile:
Dependable                        Resourceful                        Trust Worthy
Hard Worker                       Quick Learner                       Creative

Education:
East Carolina University                        Greenville, NC                        May 2016
Bachelor of Science in Recreation and Park Management
Concentration: Recreation and Sports Leadership
GPA: 3.7
Honors: Ambassador for Human and Health Performance (Fall 2014), Marshal for Human and Health Performance (Spring 2014)
Study Abroad to Australia and New Zealand with Human and Health Performance (Summer 2015)

Certification/Special Training:
CPR/First Aid Certified                        Expired Certification Date: 1/31/20
AFAA Certified Group Exercise Instructor                        Expired Certification Date: 4/21/21
AFAA Certified Personal Trainer                        Expired Certification Date: 2/16/20
Crowd Manager Training                        Expired Certification Date: 4/16/22
Training, Dark Into Light                        10/10/16
Supervisor Training                        2017-2018
FEMA - Introduction to Incident Command System, ICS-100                        11/5/19

Relevant Experience:
Camp Sea Gull and Camp Seafarer Arapahoe, NC                        March 2012-August 2014
Camp Counselor on Horseback Riding Staff
• Assisted with care and training of horses
• Planned and implemented horseback riding lessons for camper, ages 7-16
• Enhanced time management and problem solving skills

Wintergreen Primary Elementary School Greenville, NC                        January 2014-April 2014
Programmer
• Planned and executed a field day for the after school program.
• Gained experience working with elementary school students

Vagabond Cruise Hilton Head Island, SC                        March 2016-May 2016
Intern/Deck Hand
• Gained customer service experience while in ticketing office
• Assist on all vessels as a deck hand
• Gained experience with event planning and serving

Hickory Parks and Recreation Department Hickory, NC                        June 2016 – February 2019
Recreation Programmer
• Plan and implement programs
• Teach group exercise classes
• Update Athletics and Highland Recreation Center web site
• Conduct monthly fitness inspections on the equipment
• Submit work orders and purchase orders when needed

New Bern Parks and Recreation Department New Bern, NC                        February 2019 – Current
Special Project Coordinator
• Plan, assist and implement special projects
• Assist with Special Events
• Coordinate tree removal and pruning for the City of New Bern trees
• Take minutes for the Appearance Commission

Work Experience:
ECU Dowdy Student Store Greenville, NC December 2012- December 2015

Leadership Activities:
Scholarship, Charles A. Vincent Scholarship Spring 2015
Scholarship, NCRPSF City of Morganton & Jacksonville/Onslow Scholarships Fall 2015
Member, NCRPA August 2012-Current
Member, NCRPA Professional Development Committee October 2015- February 2016
Member, Recreation and Park Management Club August 2014-May 2016
Committee Member, Sandy Pines Park Master Plan April 2017- February 2019
Committee Member, NCRPA Region 8 Leader January 2018 – February 2019
Committee Member, NCRP Scholarship Foundation February 2018- Current
Volunteer, Special Olympics in Craven County May 2015 & February 2016
Volunteer, Relay for Life April 2012-April 2015
Volunteer, NCRPA Region 8 Meeting Co-leader March 2017
Volunteer, NCRPA Park Baton July 2017
Article, NCRPA May 2017
Article, NCRPA YPN Blog July 2017
Conference, LeadHERship Conference March 2018