

Robert Smith

Recreation Center Supervisor

PERSONAL STATEMENT

Recreation Center Supervisor with 2 years of experience in Leading and coordinating daily work activities of assigned crew or co-workers. Assisting in supervising recreation and fitness programs and activities: assists in planning and implementing recreational programs, educational clubs, sports teams and clinics, outdoor programs, and special events. Assisting in coordinating facility use: schedules facility rentals; preparing for scheduled events.

WORK EXPERIENCE

Recreation Center Supervisor

ABC Corporation - August 2012 - May 2013

Responsibilities:

- Evaluated and made recommendations on the improvements to programs that will provide maximum enjoyment for all the participants.
- Prepared program plans, publications of a variety of brochures, promotional materials, calendars, letters, posters, news/press releases, fliers and related communications regarding recreation programs.
- Conducted manager's meetings, coach's trainings, and official's meetings and trainings.
- Coordinated sports programs, conducting individual and team registration, collecting fees, acquiring coaches, assigning practice times and distributing and collecting uniforms and equipment
- Responded to public inquiries about recreation programs made by telephone, correspondence or during public meetings.
- Complied with department rules, regulations, policies and procedures.
- Coordinated the recruitment and selection of officials, part-time and seasonal employees.

Recreation Center Supervisor

Delta Corporation - 2007 - 2012

Responsibilities:

- Worked with department directors on proposed city development block grants.
- Responsible for training and supervising staff, working with management to implement new processes and procedures.
- Supervision over all recreation aides and contractual employees within the community center.
- Knowledgeable with interpersonal skills, ability to instruct, direct and relate with public in a positive manner.
- Maintain attendance of program in the facility and implementation of recreational programs.
- Experience with scheduling, administering, and evaluating effective recreational programs.
- Assist with development of operating budget for programs or the facility.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Recreation Skills,
Scheduling.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

MS