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RECEIVED

JUL 24 2012

ADMIN. OFFICE
TOWN OF DURHAM

July 24th, 2012
Town of Durham, NH Parks and Recreation
Administrator's office
15 Newmarket Rd.
Durham, NH 03824

To whom it may concern:

I'm writing in regards to the Parks and Recreation Director job listing I reviewed on your website. I graduated from UNH in 2005 with a B.S. in Kinesiology-Outdoor Education, and have recently moved back to the area. I also attended, and participated in athletics offered by the Oyster River Youth Association as a child.

This opportunity appeals to me on both a professional and personal level. I have a passion for the people, community, recreation, and natural elements that New Hampshire has to offer. It is truly an honor to bring the skills and knowledge I've acquired throughout my travels back to Durham.

Over the past six years, I have shared close relationships with board members, school officials, volunteers, stakeholders, and community members. Collaborating with these groups allowed me to effectively manage and plan enrichment programs for a non-profit organization that helped 4,000 + underserved youths and their families.

Recruiting, training, and motivating staff and volunteers for these community-based programs gave me the tools I needed to create positive change. I developed the scheduling of facility usage and program staffing to ensure that new ideas flourished.

I've also researched, applied for, and managed budgets for various educational grants, which included topics such as: challenge course building, S.T.E.M. integration, literacy, healthy living, and LEGO robotics programs.

I believe in inclusion and the power that people have when given a common purpose. I am a strong advocate for integrity, timeliness, creativity, and respect. Thank you for allowing me the opportunity to bring these ideas to the town of Durham and its community members!

Sincerely,
Stefanie Frazee

STEFANIE FRAZEE

P.O. Box 1556 ✱ North Hampton, NH 03862
603-957-6270 ✱ zeemtn@hotmail.com

EDUCATION

B.S. Kinesiology – Outdoor Education (Dec. 2005)

University of New Hampshire

PROFESSIONAL EXPERIENCE

✱ Education Director – Youth Development Professional ✱ *Wake County Boys & Girls Clubs – Raleigh, NC (April. 2011 – Present)*

Plan and administer Education and Career Development programs for 180+ boys (ages 5-13); oversee the provision of day-to-day program activities in accordance with established standards, goals, and mission; demonstrate leadership to assure conduct, safety, and development of members and staff; ensure program evaluation on a regular basis; measure academic outcomes and adjust goals as needed; control program and activity expenditures within approved budget; hire, recruit, oversee, train, allocate tasks for volunteers and staff; increase visibility of organization internally and externally; complete program summary reports for grant purposes; disseminate educational opportunities within organization (7 Clubs, 4,000+ members).

✱ Program Director – Health and Life Skills ✱ *Boys & Girls Clubs of Greater High Point – High Point, NC (Dec. 2009 – May 2011)*

Design and implement all health, fitness, and nutrition curriculum for 120 club members (ages 6-18): Power Hour, (homework program) Smart Girls, Smart Moves, Healthy Habits, Maintain connections with members and school faculty through weekly in-school visits; complete non-profit monthly and quarterly reports; formulate community outreach by extending programs to non-members; create relationships with local agencies to schedule guest-speaking, volunteer, and field-trip opportunities.

✱ Youth Fitness Instructor ✱ *Ragsdale YMCA – Jamestown, NC (May. 2009 – September, 2009 - Contract)*

Create and manage itinerary for youth fitness program, preparing them for upcoming school athletic seasons. Instructional topics: nutrition, resistance training, stretching, endurance, motivation, goal-setting. Assess students at onset of training, re-assess each session.

✱ Personal Fitness Trainer ✱ *The Rush Fitness Complex – Greensboro, NC (Jan. 2008 – Jan. 2009)*

Assess clients at onset of training period: measure BMI, weight, body circumferences; plan and implement individualized fitness programs based upon physical and personal goals: nutrition, cardio, resistance training, re-assess clients regularly; mentor and motivate clients.

✱ Whitewater Canoeing Instructor ✱ *Wildrivers – Port Jervis, NY (Aug. 2006 – 2009)*

Private school groups (ages 8-18). Create program schedules, including time management and activity descriptions for 1-4 day excursions; facilitate and create new faculty training; teach safe and appropriate whitewater paddling skills: strokes, self-rescue, river reading, equipment usage, communication, environmental awareness; maintain and create first aid and safety equipment packages.

✱ Outdoor Equipment Sales ✱ *Edges Outdoor Specialty – Barrington, NH (Feb. 2006 – Aug. 2006)*

Advertise and sell camping, climbing, and paddling equipment to a diverse population of clients.

✱ Wilderness Therapy Instructor ✱ *Second Nature Wilderness Program – Duchesne, UT (Oct. 2006 – Feb. 2006)*

Lead groups of 10-12 adjudicated youth (ages 13-18) in the backcountry (8-day rotations); ensure student physical/mental safety; administer therapist/program curriculum; demonstrate positive role modeling; facilitate one-on-one student/instructor sessions; navigation and orienteering; facilitate pre-planning and post-evaluation of students.

✱ Recreational Program Coordinator ✱ *Epping Parks and Recreation – Epping, NH (Summer 2005)*

Create experiential-based curriculum for middle school students in a pilot program; manage and instruct weekly adventure activities: rock climbing, canoeing, hiking, team-building initiatives, mountain biking; ensure maintenance of a safe, positive environment.

✱ Experiential Education Program Director ✱ *Epping Middle School – Epping, NH (Spring 2005)* Complete 100+ hours

of volunteer instruction; integrate outdoor/ experiential education into public school curriculum; plan initiatives and problem-solving games to promote respect, cooperation, trust, creativity, and leadership among middle school students.

RELEVANT COURSES/ SKILLS

- ✱ **Organization and Administration of Outdoor Education** ✱ Develop and manage an experiential program
- ✱ **Program Planning/Outdoor Leadership** ✱ Field experience in adventure programming, leadership, teaching, and communication styles; risk management.
- ✱ **Backcountry-Based Trip Leading (summer)** ✱ Backpacking equipment understanding, trip planning/organization; camping skills; safety/group management.
- ✱ **Backcountry-Based Trip Leading (winter)** ✱ Winter trip planning/organization, nutrition, equipment usage Snowshoeing, Ice climbing, mountaineering; cold weather injuries; camping skills.
- ✱ **Top Rope Rock Climbing** ✱ Management of top rope rock climbing and rappelling sites; anchor construction; belay methods; climbing techniques; equipment and procedures.
- ✱ **Management of Challenge Courses** ✱ Management of adventure initiatives/challenge course, processing, evaluation techniques Specific client group focus; rescue skills.
- ✱ **Water-Based Trip Leading** ✱ Canoeing equipment understanding; water-based trip planning/organization, canoeing strokes Safety/group management- canoe expeditions (receive ACA Essentials of Canoe Touring Certification).
- ✱ **White Water Canoeing** ✱ White water canoeing skills; group management on moving/white water, equipment, techniques, procedures Individual paddling skills.
- ✱ **Wilderness Emergency Medical Care** ✱ Emergency medical care in remote areas; wilderness trauma and illness; search and rescue operations; environmental emergencies.

CERTIFICATIONS

CDL- Class B (Commercial Driver's License)

CPR- Adult/Child AED, Adult/Pediatric First Aid (Expires 5/15/2014)

Defensive Driving - Safety and Health Council of New Hampshire (8-15 passenger vans)

REFERENCES

Nick Allen

Unit Director, Raleigh Boys Club

Nallen@wakebgc.org

919-834-6281

Myra Moses

Coordinator for Curriculum Development and Technology Integration

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Heather Brosz White

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Tia McLaurin

Director of Volunteer Services, Wake County Boys & Girls Clubs

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RECEIVED

SEP 13 2012

ADMIN. OFFICE
TOWN OF DURHAM

Durham Parks & Recreation
Wagon Hill Farm Program Proposal
Stefanie Frazee
9/13/2012

Proposal for
Parks & Recreation
Committee As Part
of Selection Process
9/13/12
6:30-7:45 PM
TF

Introduction:

Volunteering in your community accomplishes much more than the task itself; it brings about a deeper benefit for all participants. Hard work coupled with tangible goals and fellow community members working beside each other, instills a sense of pride and worth. In order to sustain the growth of Durham Parks & Recreation, we must all find value and personal connection with each other and the beautiful place we call "home." When we value our space, we also nurture it. When we give our residents these opportunities, we are promoting healthy spaces and active places for years to come.

This year, Timberland chose Durham for its Earth Day public service projects. Timberland gives each employee the opportunity to contribute 40 hours of public service work each year. If we proactively reach out to youth and other groups like this in our community, Wagon Hill Farm can become a space we all envision; a space where our residents will be honored to come and enjoy exceptional year-round programming!

Program Title: Help on the Hill

Goals:

- Maintain, preserve, and prepare Wagon Hill Farm for future generations and programming!
- Instill in our youth excitement and urgency towards environmental stewardship!
- Connect with more community members, more often!
- Schedule at least 4 community service dates/ year at Wagon Hill Farm!
- Increase Durham Parks & Recreation visibility!

Objectives:

- Establish and strengthen the relationship between ORMS/ORHS and Durham Parks & Recreation.
- Establish and strengthen the relationship between local companies and Durham Parks & Recreation.
- Identify appropriate service projects for groups (needs assessment).
- Make public announcements of service dates and projects (flyers, radio, local TV, school newspaper).