

Rachel Gasowski

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Dear Mr. Selig,

I am writing to express my interest in the position of Parks and Recreation Director that is currently available for the Town of Durham. I was made aware of this opportunity through the posting on the New Hampshire Recreation and Parks Association website. In my 10 years of experience as a professional in the field of recreation, I have developed a strong skill set of planning, organizing and implementing a variety of activities and events for a resort-based community. Most recently, I've developed new outdoor and adventure based recreation programming for the Town of Reading. Overseeing these activities and events has afforded me the opportunity to work collaboratively with various businesses and organizations to produce quality and engaging experiences for those who live, visit and vacation in the region. In addition to my passion for programming, my strongest asset is my ability to effectively lead, motivate and manage staff, all of which make me an excellent match for this position.

As Recreation Director for the Town of Waterville Valley, I managed a multifaceted department and led a team of twenty-five, primarily college age part time staff who assisted in the various general operations. I was responsible for the hiring and training of all staff. This consisted of a detailed training program which included team building, policies and procedures, risk management, expectations and customer service. A trained and knowledgeable staff allowed me to delegate responsibilities to effectively run the summer day camp program, waterfront operations and boat rentals, indoor climbing wall, after school program, teen and adult programming and special events.

My strong organizational and communication skills complement my ability to effectively plan and implement quality programs and events while maintaining an allotted budget. I am comfortable and confident in planning events that have a high volume of participation such as a 5k road race, Independence Day Family Carnival and Parade along with programs that are smaller in size yet still require a focus on details and coordination. I'm particular in outlining the logistics, providing thorough registration information, and marketing events through social media channels, email distributions, print materials and newspaper ads.

I'm enthusiastic about the many opportunities that surround the Town of Durham and this position. As Parks and Recreation Director I will contribute a positive work attitude and a strong work ethic, while being flexible to meet the needs of this position. My passion for fostering a sense of community through recreational programs, providing strong leadership, along with my dedication to the field of recreation will enable me to make an immediate significant contribution to the Town of Durham.

I hope to have the opportunity to meet with you and talk further detailing my experiences in recreation. If I can provide any further information or assistance, please feel free to contact me at (603) 254-6178 or via email at rachelgasowski@gmail.com.

Sincerely,



Rachel Gasowski