

# Rachel Gasowski

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## Professional Summary

I am a reliable, creative, service-oriented professional with 10 years of experience managing a multifaceted municipal recreation department in a resort community. I have extensive experience planning and executing exceptional events and programs with the ability to lead, motivate and manage staff, focusing on strong customer service.

## Certifications/Skills

American Heart Association First Aid, CPR AED Certified

Licensed NH Health Insurance Producer

Climbing Wall Facilitator

Proficient in Microsoft Office

Proficient in iWork applications/graphic design using Apple Pages

Social Media marketing

## Experience

### Outdoor Recreation Program Supervisor

January 2015-Current

Town of Reading- Recreation Division

Reading, MA

- **Program Development:** Designed a new Outdoor Recreation Program for the division that includes planning and coordinating a variety of programs for all ages to enhance the sense of community in the outdoors.
- **Database Management:** Assist in updating program and participant registration in MyrRec recreation management software.
- **Coordination with outside organizations:** Develop partnerships with regional organizations to offer outdoor recreation based programs and events.
- **Liaison to community committees:** Work directly with the Trails and Town Forest Committees to establish new programs and events.
- **Staff supervision and management:** Assist with the hiring of summer staff and directly supervise staff assisting with outdoor recreation related programs. Assist with the summer staff orientation and training program.
- **Playground Inspector:** Quarterly evaluations of ten town playground/park areas the division owns and manages.

### Director of Recreation

2007-December 2014

Town of Waterville Valley

Waterville Valley, NH

- **Budget preparation and administration:** Developed department annual goals. Communicated department goals with Board of Selectmen. Weekly payroll and collected revenue submission. Ordered program supplies and materials. Coordinated with Facility Director to organize and schedule facility maintenance and upgrades.
- **Staff management and training:** Hiring, scheduling, payroll, annual orientation training for 20-25 staff members, and coordination of the resident volunteer program and teen volunteer work program.
- **Event planning, organizing, implementing & facilitating:** Fall Foliage 5K, Independence Day Parade and Carnival, Amazing Race, Fishing Derby and holiday/vacation week events.
- **Risk management:** Facility and vehicle inspections- Playgrounds, gymnasium, climbing wall, 14 passenger bus, boat rental operation and public beach.
- **Front desk and office operations:** Inventory and ordering supplies, point of sale operations, registration of program participants and customer service.
- **Administration of departmental operations and facilities:** Waterfront and boat rentals, summer say camp and facility rentals. Participant registration and rental reservations using Sportsman software.
- **Marketing of programs & events:** Designed seasonal brochure and monthly newsletter for email blasts, social media channels and area distribution.
- **Collaboration of event planning with outside organizations & schools:** Black Fly Tri, The Margaret and H.A Rey Center, WV Resort, Thornton and Waterville Valley Elementary Schools, Special Olympics NH and Waterville Valley Academy.
- **Safety liaison:** Worked collaboratively with Waterville Valley Elementary School and Town of Waterville Valley to implement safety efforts and security upgrades.

## Experience CONTINUED

- **Adult program coordination:** Planned and organized a variety of programs and cultural experiences both in-house and with outside instructors and organizations; fitness classes, instructional technology class and bus trips throughout New England. Design of monthly adult program calendar. Developed adult volunteer program.
- **Wellness Coordinator:** Designed and implemented employee wellness programs for twenty full time employees.
- **Youth Program Coordination:** Planned, organized and implemented a variety youth related activities for children ages 3-14. After school program, summer day camp, gym programs, field trips, classes and clinics.
- **Active New Hampshire Recreation and Park Association (NHRPA) Member:** Attendance at annual NHRPA conference, monthly meetings and training opportunities throughout the year.

### Board of Directors

*Pemi Valley Chamber of Commerce*

2013-2014

*Campton, NH*

- **Attendance at monthly meetings:** Financial review, discussion and delegation of tasks for upcoming chamber events and happenings.
- **Event Coordination:** Assisted with the planning and implementation of The Valley Witch Festival and Annual Membership Dinner. Co-chair for the 2014 annual Chamber Golf Tournament.

### Board of Directors

*Waterville Valley Resort Association*

2008-2012

*Waterville Valley, NH*

- **Attended monthly meetings:** Financial review, general discussions and decision making of issues and upcoming initiatives.
- **Chair of the Guest Experience Committee:** Developed several employee training opportunities for WVRA member employees, including customer service workshops, business to business tours and an employee venue participation program.
- **Assisted in the start up of the Resorts Information/Concierge Desk:** Hired staff, developed a schedule for hours of operation and coordinated general needs for the desk and employees.

### Paraprofessional

*Plymouth Regional High School*

2006-2007

*Plymouth, NH*

- **Tracked student's classroom behavior:** Recorded participation and completion of assignments.
- **Communicated with case managers:** Provided daily tracking report and disused any areas of concern.
- **Assisted students to meet the needs of their IEPs:** Note taking, Resource Center for completion of tests.

### Assistant Director of Recreation

*Town of Waterville Valley*

2003-2006

*Waterville Valley, NH*

- **Program marketing:** Created program calendars and event flyers. Distributed materials to area businesses and organizations.
- **Program and event planning and facilitation:** Organized several community events with the collaboration of other Waterville Valley businesses and organizations.
- **Staff management:** Produced staff schedules. Provided strong leadership and guidance to staff for general programs, events and facility maintenance.
- **After school program management:** Developed activity calendars, supervised general program staff and planned specialty clinics and field trips.
- **Assisted with budget preparation:** Researched and priced program supplies and materials.

## Education

*Plymouth State University*

Bachelor of Science in Outdoor Recreation, Minor in Business Administration

1999-2003

*Plymouth, NH*

## Professional References

**Mark Decoteau**, Town Manager, Town of Waterville Valley. Ph: (603) 236-4730 E: [wvmanager@watervillevalley.org](mailto:wvmanager@watervillevalley.org)

**Dave Gyger**, Arena Manager, Plymouth State University. Ph: (603) 630-2233 E: [deggyer@plymouth.edu](mailto:deggyer@plymouth.edu)

**April Smith**, Town Square Manager, Waterville Valley Resort. Ph: (603) 236-8175 x 1903 E: [asmith@waterville.com](mailto:asmith@waterville.com)