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### *OBJECTIVE*

An administrative position that utilizes my skills and experience in management, community relations, team building, human service systems, as well as community, organization and program development, in order to:

- represent and lead the organization in ways that serve to enhance public and private support and expand community involvement and impact
- enhance personnel performance and success through participatory leadership, motivation and staff development to achieve organizational goals
- assist community members and stakeholders to implement policies, programs and practices that promote community health and welfare

### *PROFESSIONAL EXPERIENCE*

**DIRECTOR**, City of Burien Parks, Recreation & Cultural Services Dept., Burien, WA; October 2005 – present.

Administrator of a municipal parks, recreation and cultural services department. Responsible for 350 acres of open space, community and regional parks, and management of a \$2.2 million budget. Managing parks acquisition and development efforts, recreation programming, and a broad range of capital improvement projects. Resource development and grant writing; leading capacity-building efforts to enhance nonprofits.

**DIRECTOR**, City of Fife Parks, Recreation & Community Services Department, Fife, WA; May 1998 – September 2005.

Administrator of a municipal parks, recreation and community services department. Managing large aquatics facility, community center, parks acquisition and development. Restructuring citizen advisory boards and involvement of key stakeholders; marketing and public relations. Development of policies, procedures, budget and personnel management. In six years managed the purchase and acquisition of over 130 acres of property worth \$8 million for community and regional parks. Designed, developed and manage the City of Fife's official website. Initiated and facilitated the formation of the Fife Historical Society and establishment of the Fife History Museum. Resource development and grant writing; secured numerous state, county and private grants, including CDBG funding and Conservation Futures grant. Developed interagency partnerships and outreach programs to Latino community.

**COMMUNITY LIAISON**, Tacoma-Pierce County Health Dept, Tacoma, WA; October 1997 – April 1998.

Conducted community mobilization, promote public health, and develop local capacity around public health issues. Organized key community members and developing a planning and project implementation process for community-level projects; policy planning and resource management.

**EXECUTIVE DIRECTOR**, Maple Valley Community Center, Maple Valley, WA; August 1990 – October 1997.

Administrator for a multi-service not-for-profit agency, providing services to seniors, youth and low-to-moderate income families. Responsible for managing a \$398,000 budget, personnel, facility and fiscal management, program and resource development, community relations, grant writing, fundraising. Successfully obtained grants from King County Commission for Children & Families for a Family Support Program initiative (\$89,000), King County Arts Commission for a public art project (\$15,000), Boeing Employees Good Neighbor Fund for capital improvement projects (\$16,000), United Way for family support program (\$30,000), and South King Community Public Health & Safety Network (\$28,500) for community mobilization for substance abuse/youth violence/child abuse prevention. Also responsible for monitoring county contract requirements and reporting to a Board of Directors. Active involvement in various regional boards, including South King County Youth Violence Prevention Network. Developed agency website.

**COMMUNITY SERVICES PROGRAM MANAGER**, Town of Steilacoom, Steilacoom, WA; April – July 1990.

Responsible for the coordination and implementation of community based programs to serve the social service needs in the town of Steilacoom in areas such as health, education, parenting and employment. Served as liaison between the Community Services Advisory Board, Town staff, social service agencies and civic organizations. Designed and conducted needs assessments for services in the areas of childcare and long-term residential care for the functionally disabled.

**COMMUNITY INVOLVEMENT PROGRAM COORDINATOR**, Washington State Department of Corrections, Clallam Bay Corrections Center, Clallam Bay, WA; June 1987 – December 1989.

Coordinator of a medium-security correctional institution's citizen involvement program. Community relations, public education programs and institution representative. Responsible for providing administrative support, recruiting, supervising, orientation and training of volunteers. Coordinating projects that benefited the community and institutional operations. Consultant to community advisory board, public speaking, program and policy development. Editing and producing a quarterly public newsletter, and production of an employee recruitment video. Member of Affirmative Action Committee. Development of inmate organizations and other duties as assigned. Recipient of the Superintendent's Excellence Award (2/89).

**COMMUNITY EDUCATION ADVISOR** (October 1985 – October 1986), **SENIOR COMMUNITY DEVELOPMENT OFFICER** and **COMMUNITY DEVELOPMENT FIELD OFFICER**, (September 1983 – September 1985), United States Peace Corps, Solomon Islands;

Responsible for organizing Provincial community education program and training of local counterparts. Established and published a monthly educational newspaper; produced twice-weekly educational radio programs for local radio station. Organized conferences for local government officials. Conducted village-level workshops on home economics, health, literacy, etc. Assisted in the development of craft export industries. Administered a rural community development division/program for the Provincial government. Supervised 16 field staff. Responsible for resource coordination, interagency liaison, project development, grant writing, program allocations and logistical support, division budget management. Reorganized various program procedures that served to strengthen program viability. Identified new program directions and approaches for rural community development in Guadalcanal Province. Developed local government conferences that studied decentralization of responsibilities from the Central Government to the Province and Local Councils -- conference design later served as model for other Provinces. Organized community self-help projects. Established a community improvement council and conducted a needs assessment for 7 villages, identifying objectives, planning programs. Wrote and administered a US/AID grant for a community-run clinic. Demonstrated alternative agriculture techniques. Conducted workshops on sanitation, literacy, cooking, appropriate technologies, and health. Designed/facilitated a community development training workshop.

#### **OTHER POSITIONS HELD**

*COUNSELOR INTERN*: provided services to clients referred by school district. *COUNSELOR-IN-TRAINING*: provided services to individuals and married couples at university counseling center. *CHILD CARE WORKER*: supervised children in a group home, provided recreation and a therapeutic "home" environment.

#### **EDUCATION AND TRAINING**

- ◆ *Integrated Emergency Management: Earthquake Preparedness & Response, and Mitigation*, National Emergency Training Center (FEMA), October 2002 and November 2004.
- ◆ *Pacific Risk Management School*, National Recreation & Parks Association, May 2002.
- ◆ *Decision-Making*, WSU Cooperative Extension, March 2002.
- ◆ *Supervising Public Employees*, Association of Washington Cities, March 2002.
- ◆ *Microsoft FrontPage*, Ramco Computer Training, March 2001 and November 2001.
- ◆ *Children's Defense Fund Annual National Conference*, April 1999, Houston.
- ◆ *Healthy Communities, Healthy Youth* Conference, November 1998, Search Institute.
- ◆ *Building a Healthy Community* Conference, March 1997, Tacoma-Pierce County Children's Commission.
- ◆ Benchmarking Conference, June 1996, King County Children & Families Commission.
- ◆ *Building Communities From the Inside Out*, June 1995, Washington Family Resource Coalition.
- ◆ *Skills to Assist You/Your Agency to Survive Under Managed Care*, April 1994, University of Washington School of Social Work.
- ◆ *Developing a Diversity of Resources: Strategic Planning and Agency Budgeting*, November 1993, Institute of Public Service, Seattle University.
- ◆ *Coaching & Teambuilding Skills for Managers & Supervisors*, May 1992, SkillPath, Inc.
- ◆ *Shared Decision-Making*, April 1992, Church Council of Greater Seattle.
- ◆ *M.S., Counseling Psychology*, University of Oregon, 1983. Trained in marriage, group, individual, family and child counseling. *B.S., Psychology*, University of Oregon, 1981.
- ◆ Member of Phi Beta Kappa (Alpha of Oregon Chapter), 1981.

#### **CIVIC INVOLVEMENT**

Past Board Member for First Place for Children. Chair (1999) and Member (1997-1999), Tacoma-Pierce County Commission on Children, Youth & Their Families. Board Member (1998-2003), Tacoma-Pierce County Convention & Visitors Bureau. Board Member (1998-present), Tacoma Sports Commission Advisory Board. Board member (1993-1997), Vice President (1994-1995) and President (1995-1996), South King Council of Human Services. Board Member (1993-1997), South King County Operations Council, United Way of King County. Board Member (1994-1995), Washington Family Resource Coalition. An active member of the Maple Valley Rotary Club, the Greater Maple Valley-Black Diamond Chamber of Commerce, and the Maple Valley Jaycees. Served as a citizen member of the editorial board for the *South County Journal* (Kent). Volunteer webmaster for Breast Cancer Resource Center of Tacoma & Sarcoidosis Networking Association.