

JAMES R. CONNER CPRP

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Career Profile:

Recreational Facilities Manager with over 15 years of experience overseeing operations, staff, policies and procedures, and budgets. Skilled at organizing and promoting events, including college, extramural and high school sporting events, workshops and clinics. Exceptional staff development skills, experienced in hiring, training and mentoring staff.

AREAS OF STRENGTH

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|-------------------------|------------------------|--------------------------|
| ▪ Facilities Operations | ▪ Contract Negotiation | ▪ Facilities Maintenance |
| ▪ Staff Management | ▪ Certified in CPR | ▪ Record Keeping |
| ▪ Budget Management | ▪ Athlete Development | ▪ Client Relations |
| ▪ Marketing | ▪ Financial Reporting | ▪ Microsoft Office |

PROFESSIONAL EXPERIENCE

AKRON GENERAL HEALTH AND WELLNESS CENTER, Stow, Ohio 09/2002 to Present

Manager, Center Activities/Programs (04/2012-Present)

- **Develop, administer and supervise recreation and aquatics programs**, including youth recreational programs and youth summer and winter break camps
- **Hire and manage employees, and provide opportunities for professional development**, such as ongoing trainings in aquatic safety, Life Saving Certifications, and aquatic therapy
- **Coordinate all recreational activities** and collaborate with members to coordinate corporate activity days and challenges
- **Implement and execute promotional strategies** to increase revenue and community involvement
- **Collaborate with Managers and Finance Director to develop annual budget** and ensure that all departments are complying with approved budgets

Manager, Aquatics (01/2007-04/2012)

- **Conducted oversight of operations** including budget preparation, personnel management, comprehensive planning, report preparation, performance measurements, and project coordination
- **Developed and implemented documents, policies, and procedures** during initial start up stage
- **Represented and promoted Center and Aquatics Department** to public agencies, associations, and community groups
- **Performed interviews, hiring, performance reviews, and training and developing of staff**
- **Developed and coordinated aquatic center programs**, including their integration into Wellness Center events
- **Oversaw and coordinated the maintenance and upkeep of facility**, developing and executing a system of routine maintenance, and a schedule of daily, weekly, quarterly and annual maintenance to ensure proper working condition and adherence to warranty requirements
- **Managed budging, financial reporting, and supply replenishment and requests** for Aquatics Department

Aquatic Program Instructor (09/2002-01/2007)

- **Performed duties as Assistant Aquatic Manager** for LifeStyles Aquatics department
- **Supervised aquatic staff** including interviewing, hiring, qualifying and training employees
- **Maintained pool schedule**, scheduling lifeguards, instructors, and patron in-services
- **Planned and initiated promotional projects, trainings, workshops, and clinics** to promote aquatics for fitness, leisure, health, safety, and wellness
- **Assisted in the planning and monitoring of revenue and expenses** through the budgeting and purchasing process

THE UNIVERSITY OF AKRON, Akron, Ohio 09/2003 to Present

Part-time Faculty/Special Lecturer

- **Instructed university courses** for the Sports Science and Wellness Department
- **Evaluated and graded students' class work, assignments, papers and tests**
- **Maintained student attendance records, grades, and other required records**
- **Upheld regularly scheduled office hours** in order to advise and assist students

ARCHBISHOP HOBAN, Akron, Ohio 08/2012 to Present

Assistant Swim Coach

- **Assist Head coach in creating age-appropriate workouts** focusing on technique, endurance, stroke development, drills, etc

- **Lead structured practices and track attendance, and workout schedule**
- **Coordinate and execute swim team competitions and meet registration**, assisting with administrative duties relating to the team, swim meet arrangements and team performance

REVERE LOCAL SCHOOLS, Bath, Ohio

08/2002 to 05/2010

Assistant Swim Coach

- **Lead swimmers through skill mastery and swim practices** under the direction of the Head Swim Coach
- **Ensured all equipment used during practice and/or swim meets was stored properly following the events**
- **Developed workouts and practice routines to enhance athlete development**
- **Utilized Hy-Tek software to organize meets and Colorado Timing Systems** during meets and practices

RED LOBSTER, Elyria, Ohio

06/ 2000 to 02/2002

Culinary Manager

- **Interviewed, selected and hired qualified staff**, managing staff turnover and conducting performance management reviews
- **Directed food production and service operations in all areas**, including product preparation and delivery, guest relations, restaurant maintenance and repair
- **Monitored and controlled operating expenses** and other key indicators within agreed upon budgetary parameters
- **Managed inventory** and ensured food quality, freshness and presentation at all times

LONG JOHN SILVER'S, Brookpark, Ohio

08/1998 to 06/2000

Restaurant General Manager

- **Ensured compliance with company standards in all areas of operations**, including, guest relations, restaurant maintenance and repair, inventory management, and financial accountability
- **Monitored food preparation methods, portion sizes, and presentation of food** to ensure that food is prepared and presented in accordance with company standards
- **Assessed staffing needs and recruited, interviewed, hired and trained** new employees

KENT STATE UNIVERSITY, Kent, Ohio

05/1998 to 08/1998

Allerton Sports Complex League Supervisor, Dept. of Recreational Services

- **Oversaw division programs, facilities and operations** including revenue and expenditure activities, and maintenance of facilities
- **Supervised and directed grounds, concessions and scorekeeping staff**, including hiring, training, and regularly evaluating employee performance
- **Communicated information to patrons** regarding programs, special events, facility memberships, admission rates, and department policies and procedures
- **Managed and scheduled all community leagues and ASA or USSSA State Softball Tournaments**
- **Collaborated with Extramural Programs Director and Funding Coordinator** to develop methods to promote and publicize extramural programs

EDUCATION**KENT STATE UNIVERSITY, KENT, OHIO**

Bachelor of Science, Leisure Studies

Major: Leisure Services Management, Minor: Management

CERTIFICATIONS

Certified Parks and Recreations Professional
Certified Pool Operator - National Swimming Pool Foundation
American Red Cross Lifeguard Training and First Aid
American Red Cross CPR for the Professional Rescuer
American Red Cross Water Safety Instructor
American Red Cross Lifeguarding Instructor
American Red Cross Lay Person CPR Instructor
American Swimming Coaches Association Level 2