

KATHLEEN D. FINLAYSON

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EDUCATION

December 2013
May 1995

Master of Education: Elementary Education K-8, Northern Arizona University, Flagstaff
Bachelor of Science: Recreation Administration and Leisure Services
Minor: Criminal Justice, Northern Arizona University, Flagstaff, AZ 86011

GOALS

Continue to advance my career in the field of parks and recreation, and to further my educational and coaching ambitions.

PROFESSIONAL EXPERIENCE

July 2011 -
October 2016

Teacher -- 7th grade & PE Instructor -- *Mingus Springs Charter School, Chino Valley, AZ*
7th Grade (Dec. 2013 – Present) -- Create curriculum and instruction based on state standards which include formative and summative assessments. Maintain classroom management, prepare and administer parent/teacher/student conferences, attend continuing education classes. Create thematic based lessons and activities to enhance and solidify the learning process. Interact with parents, teachers and administrators.
Physical Education Instructor (July 2011 - June 2013) -- Organize games and challenges that promote physical activity among children and young adults from kindergarten to middle school (K-8 grades). Develop motor skills and physical development among younger children, and good eating habits for older children. Communicate and demonstrate activities. Observe students and maintain discipline within the class.

May 2012 -
August 2012

GPS Land Surveyor -- *Northern Improvement Company, Williston, ND*
Used GPS technology to design and layout roads, establish center-line, conduct and calculate slope staking, cut and fill measurements, blue-top and asphalt staking, established stationing, locate manholes and CMP's. Establish locations for asphalt core testing. Calibrate heavy machinery instrumentation with GPS system. Apply mathematical calculations and formulas to produce plans for alternate road entrance as well as to verify GPS coordinates.

August 2009-
June 2012

Substitute Teacher-- *Chino Valley Unified School District, Chino Valley, AZ*
-- Mingus Springs Charter School, Chino Valley, AZ
Maintain classroom management. Teach prepared lessons and complete assignments. Interact with students, school staff and administrators

August 2011-
December 2011

Teaching Practicum -- *Mingus Springs Charter School, Chino Valley, AZ*
Observe classroom teaching and management styles. Teach prepared lessons to class under teacher observation. Maintain classroom management and observe teaching methods and good teaching practices. Interact with school staff and administrators.

August 2006 -
March 2012

3-A High School Varsity Coach -- *Chino Valley High School, Chino Valley, AZ*
Girls Soccer Assistant Coach (2006 - 2009), Girls Soccer Head Coach (2009-2012), Girls Basketball Head Coach (2009 - 2012 season). Coach female athletes in competitive high school soccer and basketball. Training to include tactical and technical skills, conditioning, sport fundamentals, rules and knowledge of the game. Soccer went to AIA State playoffs three years of coaching.

November 2008 -
May 2011

3-A High School Team First Aid Provider -- *Chino Valley High School, Chino Valley, AZ*
Respond to first aid issues, taping of injuries, stretch and diagnose sport injury issues, triage injuries, make judgments regarding player ability to play, for high school sport teams (soccer, basketball, baseball, softball, track and wrestling).

May 2009-
December 2011

Pool, & Food & Beverage Supervisor – *The Club at Prescott Lakes, Prescott, AZ*
Supervise members and guests in and around swimming pool area, perform area safety checks, ensure water quality, pool cleaning, enforce club house rules and regulations, provide excellent customer service, supervise 32 part-time staff, schedule events and staff, interview and hire staff, manage snack bar and members lounge daily operations, cook, tend bar, waitress, special events, general kitchen and custodial duties.

April 2004 -
February 2009

Recreation Coordinator -- *City of Prescott, Prescott, AZ*

Plan, coordinate and implement recreational activities, programs, school intercession day camp programming and special events for toddlers, youth and teenagers with a division budget of approximately \$240,000. Hire and prepare personnel action forms, train, manage and evaluate 60 part time and seasonal staff. Coordinate Senior Olympic events: 5K and 10K run, 5K and 10K cycling, Power lifting, and table tennis events, as well as coordinate event volunteers, event bracketing, acquire necessary permits and location sites. Create annual event calendar & employee operations manual for youth/teen programs. Assist with special needs and special event programming. Initiate, coordinate and implement Tiny Tot Olympics, acquire sponsorships and donations.

October 2000 -
April 2004

Recreation Coordinator -- *Town of Prescott Valley, Prescott Valley, AZ*

Hire, prepare personnel action forms, train, manage and evaluate 75 part time and seasonal employees. Coordinate, implement and schedule winter and spring adult volleyball leagues and tournaments. Coordinate and implement Special Needs and Special Olympic programs. Coordinate site stewardship program for ruins with Arizona State Parks. Coordinate and implement volunteer park ranger program with parks supervisor. Coordinate, plan and implement swimming pool staff, programs and events, concessions, lessons, meets, etc., as well as operate and maintain pool chemistry and mechanical room. Write swimming pool manual and coordinate in-service staff trainings. Directly manage and coordinate pool and deck resurfacing project. Coordinate programs and activities with outside groups and organizations. Obtain and maintain Aquatic Facility Operator (AFO) certification.

November 1996 -
October 2000

Recreation and Senior Center Director -- *Town of Chino Valley, Chino Valley, AZ*

Develop, coordinate and implement comprehensive community recreation programs. Develop parks and recreation master plan for 862 acres with passive and active areas as well as green space. Prepare and manage departmental budget of approximately \$210,000, revenue, expenditures, make council presentations and requests. Administrative responsibilities include: Directly manage and oversee operations of the Recreation Department, BMX Track, Senior Center, Equestrian Center and Community Center. Develop and coordinate community festivals, parades and special events. Supervision of full-time, part-time, seasonal and contract employees, as well as numerous volunteers. Prepare grant applications, attend special interest meetings, prepare and execute presentations to Council and outside groups, organizations and agencies, develop and communicate long term and short range plans/goals, participate in the General Plan update. Extensive public relations and collaboration with local civic groups, schools, Chamber of Commerce and local businesses. Coordinate, implement and officiate youth and adult athletic leagues.

Senior Center programs include: Meals on Wheels, nutrition and daily lunch programs, health screenings, special interest classes, intergenerational programming, billiards tournaments, arts and crafts and enrichment classes, and various community meetings.

Recreation Department programs include: Coordinate BMX races (state and national) and motos, use of rodeo grounds for professional and high school rodeos, gymkhanas and roping's. Coordinate school intercession day camps, after school programs for youth and teens, coordinate community special interest classes and special events (some of which include: First Territorial Capital Days celebration and parade, Independence Day Celebration parade and fireworks, community Easter Egg Hunt, community Halloween Tailgate Trunk or Treat and carnival, community Christmas festival and parade).

Maintenance responsibilities include: equestrian arena, baseball fields, soccer field and BMX track design and preparation, irrigation repair, turf management and conduct facility safety inspections.

- June 1995 -
November 1996 **SURVEY TECHNICIAN** -- *ASL Sierra Consulting Engineers, Inc., Payson, AZ*
Began as entry level Rodman/Chainman, promoted to Survey Technician (instrument man). Duties included: supervision of employees; determine employee work load, search, find and set property corners; construction surveying, curb and gutter, center-line roads, golf course layout; head and rear chaining, general maintenance of equipment, set back-sites; establish elevation loops and control points; use of mathematical formulas, geometry and trigonometry; conduct topographic and ALTA surveys, locate building envelopes, operate survey instruments (HP 200LX, Top Con, EDM, Level, etc.), read and interpret blueprints, CAD and drafting.
- June 1995 -
November 1996 **SPORTS OFFICIAL** -- *Town of Payson, Payson, AZ*
Officiate girls' fast pitch softball, youth basketball, adult slow pitch softball and volleyball.
- August 1994 -
May 1995 **RECREATION SUPERVISOR** -- *City of Flagstaff, Flagstaff, AZ*
Responsible for operation of Flagstaff Recreation Center. Center facilities included: full size basketball court, 4-racquetball courts, weight room, library, large game room, dry sauna, 2-locker rooms with showers, large classroom/dance studio, reception area and staff offices. Supervise 3 full-time, 2 part-time, 6 seasonal staff and volunteers, as well as program participants. Budget preparation, organize and direct activities (included racquetball, volleyball and youth and adult weight lifting instruction), requisition equipment, inventory control. Schedule, organize and instruct school intercession programs and activities; coordinate programs and activities with schools and outside organizations, coordinate and implement youth basketball program (1000 participants) to include coach and volunteer recruitment and training, organize and instruct T-whiffleball league, design and implement Frisbee golf course, rule modification to include challenged individuals. Officiate a variety of youth and adult sports. Special Olympic facility management. Member of City Safety Committee.
- March 1992 -
August 1994 **RECREATION LEADER** -- *City of Flagstaff, Flagstaff, AZ*
Promoted to full time status from seasonal employee. Supervise participants, assist with facilities management, member of program planning committee, organize school intercession programs and activities, assist coordination of youth basketball league (800 participants), assist with weight room expansion, training and participant instruction. Member of City Mission Statement and Goals and Objectives Committee, "Jam Zone" planning committee and city Safety Committee.
- Fall 1987 -
Spring 1992 **SEASONAL EMPLOYEE** -- *City of Flagstaff, Flagstaff, AZ*
Sports Official – AIA volleyball, AIA basketball and AIA softball for adults and youth.
Substitute (On Call) Employee - Flagstaff Youth Center, Jay Lively Ice Rink, Flagstaff Adult Center, Therapeutic Recreation (special needs), Division office and special events.
Ice Rink Manager - general maintenance and preparation of ice, facility, mechanical room and Zamboni; schedule use of facility, maintain accurate accounting procedures, track purchase orders and merchandise, supervise and schedule 22 seasonal staff, Special Olympic, hockey game and figure skating competition facility management.
Facility Supervisor – supervise city and school district facilities for a variety of athletic programs, special events and community programs.
Day Camp Supervisor – supervise program participants and 35 seasonal staff, program and facilitate Camp programs and activities for summer sessions.
- Fall 1987 -
Spring 1995 **Sports Official** -- *Northern Arizona University, Flagstaff, AZ*
Officiated variety of sports for the campus intramural program: volleyball, softball, basketball, inner tube water polo, soccer.

**CERTIFICATIONS
AND SPECIAL
TRAINING**

Arizona Governmental Training Services (AGTS) - Humor in the Work Place; Violence in the Workplace; Supervisors Academy
 Arizona Parks and Recreation Association (APRA) – Americans with Disabilities Act - Playgrounds; National Playground Safety Institute (NPSI), Safety Performance Specification for Standard Playground Equipment
 National Recreation and Parks Association (NRPA) - Aquatic Facility Operator (AFO) Certification 2000-2007; National Aquatic Management School (NAMS) 1 and 2.
 American Red Cross & Heart Saver First Aid and CPR certified 1987 – expired
 American Red Cross Lifeguard Instructor certified 2003-2005 expired
 Amateur Softball Association National Umpire School 2009
 Skill Path Seminars - Conflict Management for Women; Personnel Law
 English as a Second Language (ESL) Certified Tutor 1997-2000
 Prescott Area Human Resource Association Conference attendee, 2005
 Managing Workplace Conflict for Today's Workplace, 2005
 Supervisor & Leadership classes through the City of Prescott HR Dept. 2007

**MEMBERSHIPS
and AFFILIATIONS**

Arizona Parks and Recreation Association (APRA) - Recreation Professional 1991-2008
 State Conference participant 1991-2008
 Conference educational session organizer 1991, 1992, 2000
 Board of Directors, Ways and Means Committee: Vice Chair 1997
 State Conference Awards Committee 1998-2004
 State Conference Planning Committee and Silent Auction 2000, 2005
 Delta Epsilon Iota Honors Society Member 2013-Present
 Golden Key International Honour Society Member 2013-Present
 National Parks and Recreation Association (NRPA) 1996-2008
 Chino Valley Activities Team (gang task force) 1996-1999
 Chino Valley Recreational Foundation 1996-present
 Charter Member Kiwanis International, Chino Valley, AZ 1998
 Chino Valley Food Bank Town Liaison 1996-2000
 Yavapai County "Youth Count" Steering Committee and Activities Committee 1998-2005
 Arizona Emergency Services Association (AESAs) 1999
 Yavapai County Fair Association member 1998-2009, Commercial Exhibit Assistant
 Superintendent 2001-2009, executive board member 2000-2009, Vice President
 2005-2008, president 2009

**VOLUNTEER &
ACTIVITIES**

Coach Youth: softball, T-ball and soccer - Payson, Chino Valley, Prescott, and Flagstaff
Special Olympics: Payson, Chino Valley, Prescott, Prescott Valley and Flagstaff
Junior and High School Rodeos and Gymkhanas: Payson, Chino Valley and Yuma
PRCA Rodeo: contestant gate worker - Payson AZ
Mingus Springs Charter School: Classroom volunteer, PTSA member 1997-2006