

Your First and Last Name
Phone Number | Email | City, State

Education

Master of Science in Sports and Recreation Leadership

May 20XX

James Madison University (JMU) | Harrisonburg, VA

Concentration: Campus Recreation

Thesis: Promoting Development Through Sports Leadership: An Examination of Collegiate Club Sports

Bachelor of Science in Sports and Recreation Management

May 20XX

James Madison University (JMU) | Harrisonburg, VA

Sport and Recreation Coursework

Sociology and Psychology of Sport and Recreation (SR), Programming and Assessment in SR Management, Facilities and Event Management, Sports Marketing and Sales, Legal Aspects of SR Financial Management in SR, Research Methods in SR, Organizational Behavior in SR, Strategic Management

Sports and Recreation Leadership Experience

Graduate Assistant

August 20XX – May 20XX

JMU Athletics | Harrisonburg, VA

- Coordinated athletic events and programs, including game day operations and fan engagement initiatives
- Engaged in recruiting efforts and player development alongside coaches and athletic staff
- Executed marketing and promotional strategies for athletic events to increase fan engagement
- Ensured a safe and enjoyable experience for athletes, spectators, and staff through facility management and maintenance tasks

Recreation Management Intern

May 20XX – August 20XX

Harrisonburg City Parks and Recreation | Harrisonburg, VA

- Planned and implemented recreational programs and events for approx. 500 community members of all ages
- Developed outreach and promotion activities to increase participation and engagement in recreational activities, resulting in an overall increased attendance of 30%
- Managed facility operations, including setup, cleanup, and maintenance of recreational facilities and equipment
- Conducted surveys and collected feedback to assess program effectiveness and identify areas for improvement

Student Supervisor

September 20XX – May 20XX

JMU University Recreation Center | Harrisonburg, VA

- Supervised 30 student staff members and managed daily operations of the recreation center, including facility access, equipment checkout, and facility maintenance
- Provided leadership and guidance to staff members, ensuring adherence to policies and procedures and fostering a positive and inclusive environment
- Collaborated with university staff on the implementation of recreational programs and special events, including intramural sports leagues, fitness classes, and workshops
- Managed yearly budget of \$2,000 and ensured effective resource allocation for programs and facility operations

Sports and Recreation Leadership Experience Contd.

Sports Camp Coordinator

June 20XX – August 20XX

Sportsplex Summer Sports Camps | Virginia Beach, VA

- Organized and led summer sports camps for youth emphasizing skill development, teamwork, and sportsmanship to foster a positive learning environment and encourage personal growth
- Developed and implemented daily schedules and activities, ensuring a balance between instructional and recreational time
- Supervised 15 camp counselors and 25 volunteers, providing training and support to maintain a high-quality camp experience
- Managed registration, communication with parents, and coordination of camp logistics

Event Management Intern

Rockingham County Sports Commission, Harrisonburg, VA

January 20XX – May 20XX

- Planned and executed large-scale sporting events, including tournaments and community races
- Coordinated with vendors, sponsors, and volunteers to ensure smooth event operations
- Managed social media promotion to increase event visibility and participation
- Evaluated event outcomes and compiled reports to inform future event planning and improvements

Certifications

CPR/AED Certification

Expires June 20XX

First Aid Certification

Expires May 20XX

National Recreation and Parks Association Leadership Certificate

January 20XX

Skills

Event Coordination, Facility Management, Marketing and Promotion, Program Development and Implementation