

---

## Recreation Officer Resume

---

### Job Objective

Seeking a Recreation Officer position where my skills and experience can assist in growth of the organization.

---

### Highlights of Qualifications:

---

- Huge knowledge of relevant legislation to the sport, recreation and leisure industries
  - Deep knowledge of the trends and issues related to the sport, recreation and leisure industries
  - Effective communication and interpersonal skills
  - Good administration and organizational skills
  - Outstanding ability to liaise with sporting clubs and officials to negotiate positive outcomes
  - Remarkable ability to respond to customer complaints in a timely and professional manner
- 

### Professional Experience:

---

Recreation Officer  
Jcc Association, City Of Commerce, CA  
August 2005 – Present

- Researched and analyzed recreation needs and resources.
- Interpreted recreation policies and programs and handled inquiries.
- Advised on requirements for, and procurement of, new equipment and materials, and on the design of new facilities.
- Assisted with the preparation of budgets.
- Recruited, trained and supervised recreation and play leaders.

Recreation Officer  
NYC Parks & Recreation, City Of Commerce, CA  
May 2000 – July 2005

- Developed and administered recreation policy.
  - Planned and promoted recreation activities, including events.
  - Prepared and administered financial estimates, budgets and resource allocations.
  - Coordinated and arranged meetings and venues.
  - Recruited, trained and supervised recreation leaders.
  - Created proposals, evaluations and correspondence.
- 

### Education:

---

Bachelor's Degree in Recreation Management  
Northland College, Ashland, WI

[Build your Resume Now](#)