



Felix Perry

Gym Supervisor, Youth Basketball

☎ (970) 555-2638 ✉ felix.perry@example.com

🌐 linkedin.com/example/felixperry 📍 Fort Collins, CO 80524

STRENGTHS

- 📅 **Game Day Organization**
A crowded schedule stayed workable through readiness checks, clear handoffs, and steady attention to each court transition.
- ♥️ **Calm Customer Service**
When families raised concerns, clear answers and patient listening helped restore confidence during busy recreation sessions.
- ♥️ **Safety Awareness**
Gym walks caught equipment and access concerns early, with routine fixes completed and larger issues reported promptly.
- 👥 **Team Coordination**
Referees, scorekeepers, coaches, and volunteers received timely updates, so peers knew where support was needed.
- ✅ **Reliable Closeout**
End of day routines covered cleanup, storage, surveys, documentation, and timekeeping. Nothing important was left to chance.

SKILLS

- Game day coordination
- Youth basketball Gym supervision
- Facility setup
- Equipment inspection
- Schedule management
- Customer service
- Referee coordination
- Volunteer coordination
- Safety monitoring
- Conflict de escalation

SUMMARY

Recreation operations professional with four years coordinating **youth basketball**, facility activities, and community programs in public facing settings. Hands on work includes gym preparation, equipment inspection, game scheduling, referee and scorekeeper coordination, participant service, safety monitoring, **incident documentation**, survey collection, cleanup, and accurate time reporting. Current CPR, **First Aid**, and AED certifications support calm responses during active programs. Weekend site leadership has brought families, players, coaches, officials, volunteers, and staff together around clear schedules and **respectful conduct**. Routine disagreements receive steady communication, while facility concerns are addressed within role authority or reported for follow up. Reliable follow through keeps game day organized, welcoming, safe, and ready for each transition.

EXPERIENCE

Youth Sports Site Supervisor, Basketball Operations

Front Range Community Athletics 📅 January 2025 - Present 📍 Fort Collins, CO

Leads weekend **youth basketball** operations across multi game schedules, supporting gym readiness, staffing coordination, **participant service**, safety review, documentation, cleanup, and closeout records.

- Opened gym sites and aligned referees, **scorekeepers**, coaches, and **volunteers** before scheduled games.
- Inspected baskets, floors, benches, scorekeeping equipment, and access routes before participants entered courts.
- Answered family questions and resolved routine concerns through clear recreation program communication.
- Monitored games and adjacent areas, addressing conduct concerns with **calm** verbal guidance.
- Completed incident and accident reports with factual observations, times, and follow up details.
- Collected equipment, coordinated cleanup, gathered surveys, and submitted accurate time records after events.

Recreation Program Leader, Youth Activities

Poudre Youth Recreation Collaborative 📅 August 2023 - December 2024 📍 Fort Collins, CO

Coordinated **youth basketball** and seasonal recreation sessions, connecting equipment, check in, staff assignments, court timing, participant questions, facility reviews, documentation, and closing procedures.

- Organized equipment, participant check in, staff assignments, and timing for weekend recreation sessions.
- Communicated court changes with **coaches**, **officials**, scorekeepers, volunteers, and front desk staff.
- Answered family questions about schedules, facility expectations, and program procedures during busy arrivals.
- Walked gym areas throughout events, correcting equipment placement and crowd flow concerns.
- Recorded injuries, conflicts, and unusual facility events on established incident forms.
- Closed activity areas, confirmed storage counts, and submitted accurate hours worked.

Youth Basketball Program Assistant, Game Day Support

Northern Colorado Youth Sports Association 📅 October 2022 - July 2023 📍 Fort Collins, CO

Supported supervised **basketball** sessions through court preparation, equipment placement, participant guidance, communication with game staff, safety reporting, survey collection, cleanup, and timekeeping.

[Incident documentation](#)

[Accident documentation](#)

[Program surveys](#) [Timekeeping](#)

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Youth Sports Site Supervisor, Basketball Operations at Front Range Community Athletics (1.8 Years)

● Recreation Program Leader, Youth Activities at Poudre Youth Recreation Collaborative (1.3 Years)

● Youth Basketball Program Assistant, Game Day Support at Northern Colorado Youth Sports Association (9 Months)

- Prepared courts and placed game equipment before scheduled **youth basketball** activities began.
- Guided players and families toward assigned courts during high traffic arrival periods.
- Shared game timing and court availability updates with coaches, **referees**, and **scorekeepers**.
- Observed gym activity and reported safety, behavior, and equipment concerns to supervisors.
- Distributed participant surveys and organized completed forms for seasonal program review.
- Returned equipment, completed cleanup, and recorded time after supervised programs ended.

PROJECTS

Weekend Basketball Game Flow 📅 2025

A busy Saturday exposed small timing gaps between contests. Mapped court transitions, staff readiness checks, equipment placement, and family communication into a practical game day flow for smoother handoffs.

Community Recreation Safety Review 📅 2024

Routine gym walks revealed recurring concerns around access routes and equipment placement. Built a simple review approach covering pre play checks, reporting steps, conduct observations, and incident details.

LEADERSHIP & AWARDS

- Recognized by recreation supervisors for dependable weekend coverage and steady game day follow through.
- Trusted by peers as a calm resource during participant questions, schedule changes, and routine disagreements.
- Commended for accurate incident documentation, time reporting, equipment closeout, and facility readiness.

EDUCATION

Associate of Arts in Recreation and Community Studies

Front Range Community College 🎓 GPA: 3.5 📅 2022 📍 Fort Collins, CO

Coursework: *Youth sports operations, community recreation, safety practices, program coordination*

CERTIFICATIONS

- American Red Cross CPR/AED for Professional Rescuers 📅 2026
- American Red Cross First Aid 📅 2026

TECHNICAL SKILLS

- **Basketball Operations:** Game scheduling, Court transitions, Scorekeeping coordination
- **Facility Operations:** Gym setup, Equipment storage, Activity space checks
- **Safety Credentials:** CPR, First Aid, AED
- **Incident Records:** Incident reports, Accident reports, Factual observations
- **Participant Service:** Family questions, Participant guidance, Customer service
- **Staff Coordination:** Referees, Coaches, Volunteers
- **Program Feedback:** Program surveys, Survey distribution, Survey collection
- **Game Day Communication:** Schedule updates, Court changes, Staff briefings
- **Conduct Support:** Respectful conduct, Conflict de escalation, Verbal guidance
- **Administrative Records:** Timekeeping, Staff sign out, Follow up details

PROFESSIONAL AFFILIATIONS

- Community recreation volunteer supporting youth basketball access, respectful conduct, and family service.
- Youth sports operations participant focused on safe facilities, organized contests, and positive player experiences.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST