



Juan Colon

Regional Manager, Parks and Recreation

☎ (941) 555-6724 ✉ juan.colon@example.com

🌐 [linkedin.com/example/juancolon](https://www.linkedin.com/example/juancolon) 📍 Sarasota, FL 34236

STRENGTHS

- 👤 **People Leadership**
Coached supervisors through reviews, schedules, corrective action, and training. Staff gained clearer expectations and steadier support.
- 💬 **Community Insight**
Survey feedback and attendance records shaped seasonal offerings. Resident comments became practical program changes.
- ♥️ **Safety Focus**
Inspections and work orders guided proactive action across parks and aquatic facilities. Teams had clearer follow through.
- 📅 **Budget Stewardship**
Reviewed expenses, fees, cash controls, and estimates. Careful records supported sound operating decisions.
- ♥️ **Public Service**
Resolved routine and escalated concerns through listening and follow up. Community partners became useful planning allies.

SKILLS

- Staff Supervision
- Program Evaluation
- Facility Inspections
- Capital Projects
- Budget Management
- Community Engagement
- Risk Mitigation Master Planning
- Emergency Operations
- Public Presentations
- Internal Controls Procurement

SUMMARY

Parks and recreation leader with 10 years of progressive experience directing **community centers**, parks, **aquatic facilities**, **athletic fields**, trails, programs, staff, budgets, safety practices, and resident services. Leads supervisors and frontline teams through coaching, performance reviews, corrective action, scheduling, payroll, leave, training, and policy implementation. Uses surveys, attendance records, fee data, inspections, work orders, resident feedback, and program evaluations to guide service improvements and recreation planning. Manages operating and capital budgets, revenue controls, procurement, inventory, risk mitigation, facility repairs, and smaller capital projects. Supports CAPRA Accreditation, needs assessments, master planning, public presentations, advisory groups, community events, and emergency operations. Holds a Bachelor of Science in Recreation Administration, CPRP credential, and valid **Florida Driver's License**.

EXPERIENCE

Regional Recreation Operations Manager

Suncoast Recreation District 📅 January 2023 to Present 📍 Sarasota, FL

Directs a regional portfolio of community centers, parks, athletic fields, trails, and aquatic amenities. Leads supervisors and frontline teams while aligning staffing, programs, facilities, budgets, safety controls, and resident service.

- Aligned centers, parks, fields, **trails**, and aquatic amenities around consistent resident service standards.
- Coached supervisors through reviews, corrective action, **schedules**, **payroll**, leave, and training requirements.
- Used surveys, attendance records, fee data, and resident feedback to refine seasonal programming.
- Managed operating expenses, program revenue, cash controls, budget estimates, and approved expenditures.
- Coordinated inspections, **work orders**, maintenance, and risk actions across park and aquatic facilities.
- Tracked **capital replacements** and major repairs with contractors, vendors, **staff**, and facility users.

Recreation Services Manager

Harbor Point Parks Department 📅 March 2020 to December 2022 📍 Bradenton, FL

Managed community and aquatic recreation services across fitness, education, cultural, environmental, and event offerings. Guided employees, budgets, compliance activities, customer service improvements, advisory communication, and facility operations.

- Converted community needs into fitness, **education**, cultural, environmental, and event programming.
- Strengthened staff procedures through performance reviews, personnel counseling, training, and clear operating expectations.
- Built **customer service improvements** from complaint patterns, survey responses, and resident input.
- Prepared operating and capital requests while monitoring spending, fees, and municipal budget entries.
- Coordinated inspections, work orders, inventory, **procurement**, safety **records**, security, and regulatory compliance.
- Presented program results and facility needs to **advisory groups** and **community organizations**.

Senior Recreation Supervisor

Coastal Springs Community Services 📅 June 2018 to February 2020 📍 Venice, FL

Aquatic Operations

Needs Assessments

Policy Implementation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

0
MONTHS

Supervised community center, neighborhood park, athletic space, and seasonal aquatic operations. Supported needs assessments, program evaluation, facility safety, event coordination, volunteers, vendors, and community partners.

- Supervised community center, **neighborhood parks**, athletic spaces, and seasonal aquatic programming.
- Guided staff through setup, customer interactions, cash procedures, incident records, and park rules.
- Evaluated classes and events using attendance records, **questionnaires**, **interviews**, and participant comments.
- Initiated maintenance requests after **facility inspections** and coordinated corrective actions with partners.
- Organized program **data** and research for **needs assessments**, planning summaries, and presentations.
- Coordinated volunteers, vendors, and community partners through event and safety plans.

Recreation Coordinator

Bayfront Municipal Recreation 📅 October 2016 to May 2018 📍 St. Petersburg, FL

Coordinated public recreation programs and special events in parks and multipurpose **facilities**. Maintained schedules, participant records, fee documentation, supply plans, safety requests, and relationships with residents and community partners.

- Coordinated **programs** and **special events** across parks and multipurpose recreation facilities.
- Supported staff schedules, program setup, supply planning, and event coordination for public operations.
- Summarized participant feedback and proposed changes to timing, content, and facility use.
- Reconciled recreation fees and cash records under municipal internal control procedures.
- Tracked maintenance and safety requests from inspection through documented completion.
- Built relationships with residents, **volunteers**, instructors, **contractors**, and community groups.

PROJECTS

Regional Recreation Master Planning 📅 2025

Used program data, community feedback, facility conditions, and operating needs to support long range recreation planning and service recommendations.

Aquatic and Park Safety Review 📅 2024

Coordinated inspections, work orders, risk actions, and facility partners across aquatic amenities, parks, trails, and athletic spaces.

Community Program Needs Assessment 📅 2022

Combined surveys, questionnaires, interviews, attendance records, and resident feedback to shape inclusive seasonal offerings and events.

LEADERSHIP & AWARDS

- Certified Parks and Recreation Professional credential earned in 2024.
- Progressive leadership across community centers, parks, aquatic facilities, trails, and public programs.
- Trusted contributor to budget planning, safety reviews, needs assessments, and community presentations.

EDUCATION

Bachelor's Degree in Recreation Administration

University of South Florida 🎓 GPA: 3.5 📅 2016 📍 Tampa, FL

Coursework: Recreation programming, facility management, community engagement, program evaluation

CERTIFICATIONS

- Certified Parks and Recreation Professional 📅 2024
- Florida Driver's License 📅 2024

TECHNICAL SKILLS

- **Recreation Operations:** Community centers, parks, aquatic facilities
- **Program Planning:** Needs analysis, surveys, questionnaires
- **Program Evaluation:** Attendance records, interviews, feedback
- **Budget Administration:** Operating budgets, capital budgets, cost estimates
- **Revenue Controls:** Program fees, cash reporting, expenditure review
- **Workforce Administration:** Payroll, leave, schedules, timekeeping
- **Facility Management:** Inspections, work orders, maintenance coordination
- **Safety Management:** Risk mitigation, safety controls, incident documentation
- **Capital Improvement:** Capital repairs, replacements, project tracking
- **Governance and Compliance:** Policies, ordinances, statutes, regulations
- **Public Engagement:** Presentations, advisory boards, community events
- **Planning Frameworks:** CAPRA Accreditation, master planning, recreation plans

PROFESSIONAL AFFILIATIONS

- Community advisory groups and recreation planning partners.
- Residents, volunteers, vendors, contractors, and community organizations.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST