

Elizabeth Lawson, CYSA
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EDUCATION

Temple University
School of Sport, Tourism, and Hospitality Management
Bachelor of Science, Sport and Recreation Management

Philadelphia, PA
May 2021

EXPERIENCE

Lower Makefield Parks and Recreation

Recreation Program Manager

Yardley, PA

May 2021-Present

- Maximizes the usage of the facilities and parks through a variety of innovative Recreational Activities and Programs that meets the needs of the Lower Makefield Community
- Manages all program contractors and seeks new contractors with new skills to improve Township needs
- Assist Director in organizing, scheduling, enforcing rules, and assist with overseeing day to day operations
- Manages all facility reservations at the Community Center, parks, and coordinates with facility maintenance for room flipping

Program Management and Event Planning Intern

January 2021-May 2021

- Assisted in research, execution, and organizing park programs during the process of the CAPRA Accreditation
- Researched and implemented ways to expand Lower Makefield Parks and Recreation to become a more inclusive environment
- Assisted in evaluating effectiveness of programs and activities
- Created and expanded social media platforms promoting different programs

Boyle Recreation Center

Recreation Activities Intern

Philadelphia, PA

January 2020- June 2020

- Worked alongside site supervisor to help innovate and create new programs to help service the community
- Assisted in the planning and execution of summer camp set up, calendar, and registration
- Maintained communication with community clearly giving accurate details and information regarding event

Philadelphia Parks and Recreation

Worksite Monitor

Philadelphia, PA

June 2019-September 2020

- Observed youth workers and ensured that workers are performing their duties in a satisfactory manner
- Delivered and collected timesheets for all assigned youth workers
- Met with program directors daily to provide feedback on youth employees performance and review any concerns
- Inspected facilities to verify specific information was displayed

Penn State Altoona Adler Athletic Complex Center

Work Study Recreation Supervisor

Altoona, PA

January 2017-May 2018

- Supervised 5 to 10 staff members each shift making sure all duties were being covered
- Answered calls for recreation or service questions
- Ran the front desk giving tours to perspective students
- Handled routine walk throughs checking on equipment maintenance

Philadelphia Parks and Recreation

Program Coordinator to District Manager

Philadelphia, PA

May 2018- October 2018

- Assisted the recreation District Manager on daily activities
- Managed paperwork distribution to each recreation center
- Managed the timesheets and paychecks weekly
- Answered phone calls and took messages

CERTIFICATIONS

- CPR and First Aid Certified • Valid Driver's License • ServSafe • Certified Youth Sport Administer

VOLUNTEER WORK

- Recreation Cheerleading Director • Recreation Dance/Acro Teacher