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Objective: To obtain a challenging position with a progressive organization that will utilize my vast management and supervisory experience as well as my dynamic people skills working with families and the public in general.

Career: **West County YMCA**
Chesterfield, Missouri (October 2011 to January 2017)
Sports Director

- Expanded the sports departments program within the community.
 - Increased the number of participating teams in all seasonal sports.
 - Had a record number of teams participating in fall basketball including new complete teams from three different Parkway Elementary Schools.
 - Coached Spring, Fall and Winter soccer and basketball at the parent's specific request as a condition of registering their children's new teams.
 - Operated a very successful and growing Sunday men's adult basketball league.
 - Solidified the continuation and growth of men's weekday lunch time pickup basketball games.
 - Organized, conducted and expanded sports clinics for children.
 - Utilized Peachjar Marketing and Distribution Email Flyer Program to increase sports participation by Parkway students.

- Developed and monitored the sports departments budget to meet fiscal objectives.

- Successfully recruited, hired, trained, developed and directed the sports departments staff of 30 plus employees within budgetary guidelines.
 - Developed creative strategies to motivate the staff in achieving goals.
 - Reviewed and evaluated staff performance.
 - Planned and supervised the daily responsibilities of the Sports Coordinator.
 - Trained and scheduled all game day sports officials at multiple locations.
 - Utilized developmentally challenged teenage volunteers as sports helpers.
 - Recruited and conducted all volunteer coaches training and meetings.
 - Creatively eliminated the position of gym monitors without reducing member services.

- Effectively secured and/or purchased, scheduled and distributed the following within budgetary guidelines.
 - Athletic fields and facilities at reduced costs by negotiating major reductions in rent.
 - All necessary sporting equipment which required transport and set up for games and practices.
 - Team uniforms, awards and photographs for every sport and season.
- Effectively utilized PlayerSpace Sports League Management Software and Solutions to:
 - Create seasonal teams from registrations.
 - Develop and distribute team practice and game schedules.
 - Communicate with coaches.
 - Have coaches communicate with their players and parents.
- Dramatically increased fund raising in the sports department to record setting levels by introducing and successfully selling refreshments during the entire winter basketball season.
- Enthusiastically communicated and interacted with participating children and their parents at all levels.
- Attended and participated in YMCA Sports Director meetings and training.
- Successfully resolved all operational problems as they occurred in a timely manner.

Acting Sports Director

- Handled all facets and responsibilities required to keep the West County Sports Program functioning at a high level during the Sports Director's extended leave of absence.
- Did so while simultaneously performing Y Club Site Director responsibilities (See Below) during the school year and Fun Club Coordinator responsibilities (See Below) during the summer.

Site Director Y Club – Before and After School Program, Claymont Elementary

- Increased participation in the Claymont Y Club by 97% in the morning and 56% in the afternoon.
- Supervised and trained an increased staff of six group leaders into a cohesive and responsible team.
- Successfully integrated into both the AM and PM sessions inclusion and special needs students that fully participated and became contributing members of the Claymont Y Club program.
- Efficiently maintained all state required records for participating Y Club students including additional forms for those students with special needs.
- Passed all unannounced state required inspections.

- Fostered a strong relationship with the Claymont administration, faculty and support personnel resulting in Y Club being considered an extension of the Claymont staff.
- Exceeded Claymont's Y Club annual fund raising goal by 186%,
- Selected to be featured in a in house YMCA video to discuss Claymont's fund raising success.
- Selected to speak at a Board of Directors meeting about the total Claymont Y Club success story.
- Enthusiastically communicated fun and excitement to all Y Club students and their parents.
- Constantly thinking outside the box to introduce creative new ideas.
 - Parents appreciation days
 - Birthday treats for kids and parents
 - Outside entertainment for Kids Night Out
 - Inviting non Y Club Claymont students to Kids Night Out
 - Claymont faculty and staff appreciation days
 - West County YMCA management and staff appreciation days

Assistant to the Sports Director

- Successfully assisted the Sports Director in all daily sports activities as required.
- Did so while simultaneously performing Y Club Site Director responsibilities.
- Coached multiple teams in all sports requiring week night practices as well as game day coaching.
- Refereed all seasonal sports in addition to coaching.
- Taught early childhood sports clinics.

Fun Club Coordinator - Before and After Camp Program

- Scheduled and coordinated on a daily and weekly basis the smooth flow of participating campers to and from AM Fun Club to their specific camps and back to PM Fun Club after camp.
- Supervised the Fun Club staff.
- Successfully integrated into both the AM and PM sessions inclusion and special needs campers that fully participated and became contributing members of the Fun Club Program.
- Efficiently maintained all YMCA records for participating Fun Club campers and state required forms for inclusion and special needs Fun Club campers.
- Enthusiastically communicated and interacted with Fun Club kids and their parents.
- Successfully resolved all Fun Club problems as they occurred.
- Assisted in sports camps as needed.
- Selected to speak and create a skit performed by campers for the Board of Directors.

Group Leader Y Club - Before and After School Program

- Assisted the Site Directors with all activities and responsibilities related to caring for Y Club students.
- Successfully worked with inclusion and special needs students at various Y Club locations.
- Exhibited strong flexibility – Assigned to multiple schools as needed.
- Volunteered to always work Holiday Care and Snow Days (until eliminated) without regard to school location.

Camp Counselor

- In charge of a group of campers for specific West County YMCA Camps.
- Successfully worked with inclusion and special needs campers.
- Supervised Junior Counselors assigned to my group.

The Imber Family – Nanny

Chesterfield, Missouri (December 2008 to October 2011)

- Provided safe and healthy environment for three children from infant to four.
- Looked after the children – feeding, bathing and transportation to classes.
- Created educational games that coincide with the age of the children.
- Kept detailed log of infant feeding and nap schedules.
- Ability to multi task with numerous children.
- Ability to handle stressful situations while being energetic and caring.

Professional Inline Hockey Association – Marketing Assistant

St. Louis, Missouri (November 2007 to May 2008)

- Marketing of PIHA to local business owners and hockey fans.
- Solicited business owners to subscribe in PIHA advertisement book.
- Negotiated yearly advertisement contracts.
- Collection of ticket revenues at all PIHA events.
- Development of E-mail marketing campaign to fans and advertisers.

Quality Chemical Company - Sales Executive

St. Louis, Missouri (November 2006 to February 2007)

Cobitco Inc. - Purchasing, Sales, Customer Service

Chesterfield, Missouri (May 1996 to November 2006)

Walgreens - Assistant Store Manager

St. Louis, Missouri (September 1994 to September 1995)

Education: **St. Louis Community College** - Summer/Fall 2013
Multiple Education Courses

Southeast Missouri State University
Bachelor of Science in Communications – August 1993
Major: Public Relations, Minor: Marketing