

August 22, 2016

Mr. Clyde Dooley  
City Manager  
PO Box 457  
Creede, Colorado 81130

Dear Mr. Dooley,

When I imagine my future and my diverse recreation experience, I became immediately excited about the prospect of the Parks and Recreation Director in Creede. One of the most important aspects of living in a small town to me is the sense of community. The Parks and Recreation department I know is a strong pillar in providing that sense of community in Creede. I value that feeling here in Pagosa Springs, Colorado as well and feel that I would be a great asset to your team.

I have a strong sense of service to people, young and old and always thrive in a position when I feel I can truly make a positive difference in someone's life. That is why I have always been drawn to recreation. You truly have the ability to imprint a positive memory and sense of growth in a person.

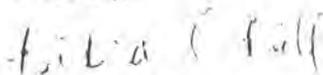
I currently work as an Activities Associate at Wyndham Resort in Pagosa Springs. However, growth is limited here and I feel like my talents could be best highlighted in another position with the responsibilities that I am accustomed to.

Prior to relocating to Colorado, I have dedicated almost the last 10 years of my life in service to developing recreation programming for seniors. What a fulfilling experience. I have a special gift with children as well. Having taught outdoor environmental education programs, supervising a day camp, directing facilities that involved all aspects of recreation from band camps to adventure trips, I have done it. I have a contagious enthusiasm about me that I feel truly enhances a participants experience, with a flair of creativity and a love for the outdoors.

Mr. Dooley, I appreciate your consideration for the position of Parks and Recreation Director. You already have a wonderful program in place that I feel I could only build upon. Thank you for taking the time to review my resume and I look forward to further discussing my qualifications with you in a personal interview.

Thank you for your time and consideration.

Sincerely,



Debra O'Neill

970-412-0090

## DEBRA O'NEILL

### PROFESSIONAL EXPERIENCE

- January 2015 - Present  
*Activities Associate* Wyndham Vacation Resorts  
Pagosa Springs, Colorado
- \* Responsible for organizing and executing a variety of recreational activities for resort guests while consistently creating and enhancing experiences for owners and guests.
- October 2007 - January 2015  
*Healthy Generation Director* Montebello on Academy  
Albuquerque, New Mexico
- \* Planning and Coordination of all activity programs for our independent living, assisted living, and health care community and supervision of my activity staff.
  - \* Implementation of our new guest concierge services department
  - \* Supervise & manage our volunteer program for our retirement community
  - \* Maintaining statistics of participation and guest satisfaction
- July 2004-July 2007  
*Active Living Director* Merrill Gardens at Queen Anne & West Seattle  
Seattle, WA
- \* Planning, coordinating, and facilitating a variety of social events & outings
  - \* Managing volunteers and active living staff
  - \* Providing a vibrant & active community life to residents utilizing resident requests
  - \* Publishing monthly newsletter & calendar for residents & prospects
  - \* Maintaining a yearly budget and statistics on customer participation & satisfaction
- February 2003-July 2004  
*Assistant Administrator* Northgate Plaza Retirement Community  
Seattle, WA
- \* Supervising all facets of the community (i.e. staff training and development, marketing, dining services, maintenance, and activities)
  - \* Developing strong multi-tasking skills performing the duties of community relations director, assisted living supervisor, human resources, and receptionist
  - \* Responsible for the entire sales process & assessment of prospects
- September 1999-April 2002  
*Assistant Director of Outdoor Retreat and Conference Camping* YMCA Storer Camps  
Jackson, MI
- \* Managing the on-site camping program for specialty groups at the 1,600 acre year round facility for all age groups
  - \* Initiating contact with potential customers in order to maintain our capacity for usage on both centers
  - \* Implementing a teen volunteer work program
  - \* Directing an equestrian day camp for children
- Program Instructor*
- \* Teaching outdoor environmental education classes in environmental awareness, natural science, cultural history, and team building
- Seasonal 1995-1998  
*River Ranger* Bureau of Land Management  
Fort Benton, Montana
- \* Responsible for staffing the visitor center and river patrols to build appreciation for the natural, historic, and cultural resources on the Upper Missouri National Wild and Scenic River.

311 SOUTH 7TH STREET #3 PAGOSA SPRINGS, COLORADO 81147  
PHONE: 970-412-0090 E-MAIL: DJONIE@YAHOO.COM

## DEBRA O'NEILL

### VOLUNTEER EXPERIENCE

Fall 2015 Volunteer Educator with Audubon Rockies at Hershey Ranch.

### EDUCATION

BACHELOR OF SCIENCE IN RECREATION MANAGEMENT  
UNIVERSITY OF MONTANA, MISSOULA, MONTANA MAY 1999

# CITY OF CREEDE, COLORADO

## Employment Application

We are an Equal Opportunity Employer

### City of Creede City Promotes a Drug and Alcohol Free Workplace

Please mail or bring your completed application to: City of Creede Town Hall, 2223 N Main  
PO Box 457  
Creede, CO 81130

- Do not change the format or layout of this form.
- Type application or print neatly.
- Answer all questions completely and sign the application and all other forms.
- Resumes may be attached but will not be accepted in lieu of a completed application.
- Read all information/disclaimers on this application.
- If you have any questions or need assistance, please contact Clyde Dooley at (719-)658-2276.
- **Please use your full, legal name each time you submit an application.**

Job Data			
Job Title: Parks & Recreation Director		Date you will be available for employment: 8/22/2016	
Personal Data			
Name: Last: O'Neill		First: Debra	Middle Initial: J
Address: PO Box 2563			
City: Pagosa Springs		State: Colorado	Zip: 81147
Phone	Days: 970-412-0090	Evenings: 970-412-0090	Alternate:
All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the U.S. Are you a U.S. citizen? <input checked="" type="radio"/> Yes <input type="radio"/> No If no, do you have the legal right to work in the U.S.? Please explain:			
Date of birth:		09/28/1970	
Have you ever worked or volunteered for the City of Creede? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, please give dates:			
Driver's License No. & State: [REDACTED] Colorado		Class: R	Expiration: 09/28/2020
Have you had any traffic convictions or accidents in the last three years? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, please list:			
Conviction or Accident		Date	
Conviction or Accident		Date	
Commercial Driver's License No. & State:		Class:	Endorsements:
Expiration:			
Have you been convicted of any crime? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying. Driving Under the Influence, May 2012, NM			
Have you ever been discharged from a position or resigned to avoid being discharged? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, please explain:			

**Employment Application**

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**Education** *Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.*

Did you graduate from high school or do you have a G.E.D.?  Yes  No **High School Name:** Taft High School, San Antonio, TX  
**Location:**

Name of School, College(s) or University	Major	Credit Hours	Degree	Year*
University of Montana	BS in Recreation Mgmt		yes	1999

\*Proof of degrees from an accredited College/University will be required upon hire.

Name of Trade/Technical/Business or Other School(s) Attended	Course of Study	Diploma & Year

List license (date & number), professional registrations (date), certificates and professional memberships:

First Aid & CPR Certified

List honors, awards, fellowships:

**Skills Overview**

Approximate typing speed in words per minute: 65

List computer software with which you are familiar:

Microsoft Word, Excel, Outlook, Power Point

Fluent in a language other than English: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Language(s):	Speak:	Read:	Write:

Please summarize relevant skills and experience that exemplify your qualifications for the above position:

As a well rounded recreation professional I feel that I would be a great addition to the Town of Creede due to my vast experience in recreation and my contagious enthusiasm.

Tools and machines you can use and operate:

Power tools

Light or heavy motor vehicle equipment you can operate:

Summarize volunteer services work including dates:

Volunteer Instructor with the Audubon Rockies to provide Environmental Education programs to the students in Pagosa Springs, Colorado. Sept-Oct 2015; I volunteer also with other local events such as Four Corners Folk Fest and Friends of the Upper San Juan River. I enjoy being active in my community.

Summarize leadership roles:

I have worked in a variety of leadership roles with all age groups from weeklong summer camps to working with seniors. I have strong leadership abilities and am quite good at multi-tasking. I take on additional responsibilities with enthusiasm. All of my past jobs with the exception of Wyndham have been managerial roles and I would look forward to once being challenged to continue fantastic recreational programming for the citizens of Creede.

**Employment Application****We are an Equal Opportunity Employer**

<b>Employment History</b> <i>Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.</i>			
Current or most recent employer: Wyndham Vacation Ownership			Phone: 970-731-8006
Address: (street, city, state) 42 Pinon Causeway, Pagosa Springs, Colorado 81147			
Your title: Activities Associate			
Employment dates	From (month/year): January/ 2015	To (month/year): still employed	
Supervisor's name/title: Sandi Morales/ Guest Services Manager			
Starting salary: \$11	Present/Ending: \$11.33	Hours per week: 40	
Work performed: Responsible for organizing and executing a variety of recreation activities including arts and crafts classes and social events for a variety of resort guests from children to adults while consistently creating and enhancing experience for guests.			
Reason for leaving: Looking for advancement opportunities where I can use by special skill set to it's full potential.			
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Employer: Montebello on Academy Retirement Community			Phone: 505-294-9944
Address: (street, city, state) 10500 Academy Road, Albuquerque, NM			
Your title: Director of Activities and Transportation/ Healthy Generation Director			
Employment dates	From (month/year): October 2007	To (month/year): January 2015	
Supervisor's name/title: Joan Hedgren/ Executive Director			
Starting salary: \$16/hr	Ending: \$20.07/hr	Hours per week: 40+	
Work performed: *Planning, coordinating, and facilitating a variety of arts & crafts, social events and outings for over 200 residents in our independent living, assisted living, and health care retirement community *Managing our large group of volunteers, 4 activities staff and 4 drivers *Publishing monthly newsletters & calendars *Maintaining a yearly budget and statistics on customer participation & satisfaction *Managed the logistics and driver schedules for resident's transportation needs.			
Reason for leaving: Relocated to Pagosa Springs, Colorado			
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Employer: Merrill Garden of West Seattle/Queen Anne Retirement Community			Phone: 206-734-3653
Address: (street, city, state) 805 4th Ave. N, Seattle, Washington, 98109			
Your title: Active Living Director			
Employment dates	From (month/year): July/ 2004	To (month/year): July/ 2007	
Supervisor's name/title: Barbara Nopen			
Starting salary: \$15/hr	Ending: \$17/hour	Hours per week: 40+	
Work performed: I was responsible for planning, coordinating, and facilitating a variety of recreational programming for seniors in our new facilities. I implemented the recreational programs at 2 separate sites that were recently opened and did not have existing recreational programs.			
Reason for leaving: Relocated to New Mexico to be closer to my Father			
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No			

**Employment Application**

Revised 8/10/16

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Military Service		
Have you ever served on active duty in the U.S. armed forces? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Dates:	From:	To:
Branch:		
Primary duties:		

**Conditions of Consideration for Employment**

All information contained on the application is subject to verification. The City of Creede may conduct background checks including, but not limited to, credit history, work references, driving records, criminal background records and educational attainment.

I understand an employment offer is may be contingent upon successful completion of a pre-employment alcohol/drug test, any applicable medical examinations, review of work references, and result of a background check.

I understand that specific positions at the City of Creede may require me to provide evidence of an acceptable driving record.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations and guidelines established by the City of Creede.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process (Americans with Disabilities Act of 1991).

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Creede and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Town service

In addition, I give the City of Creede the right to investigate and verify any information obtained through the application process. Permission is granted, and I release from any and all liability any employer, agency or individual providing the City of Creede relevant, job related information that will assist in this process.

I have read and understand the "Conditions of Consideration for Employment." Please acknowledge by checking the box:

Yes     No

Signature: <i>Debra O'Neill</i>	Date: 8/22/2016
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