



# ANNKATE SLEDD

## PARKS AND RECREATION PROGRAM PLANNER

### CONTACT



719.658.0155



annkate.sledd@yahoo.com



PO Box 340  
Creede Colorado  
81130

August 13, 2016

Clyde Dooley  
2223 N. Main Street  
Creede CO, 81130

Mr. Dooley,

It is with great enthusiasm that I submit my resume for the position of Parks and Recreation Director for the town of Creede. As a recent graduate of North Carolina State University and a parks and recreation enthusiast with varying levels of experience, I know my diverse skill set and qualifications will make me an asset to the community of Creede and its parks and recreation department.

As you will see from my attached resume, I graduated with a degree in Parks, Recreation and Tourism Management with a concentration in Program Management. Since graduating, I have started my career as a parks and recreation professional with a variety of jobs and experiences, mostly in small work environments, where I have had the opportunity to wear many different hats. I thrive in a fast paced environment where no two work days are exactly the same.

In addition to being flexible, I am a hard working team player. I am also devoted to parks and recreation in all aspects, especially involving children. One of my most recent experiences with children has been as the Junior Wrangler Program Coordinator at 4UR Ranch where I designed a horsemanship program for young riders on and off their horse. Another experience I had involved being a kids' counselor at 4UR Ranch. I created a week long program, spanning 15 weeks, for children ages 5-12 to come enjoy ranch life in the best way. Each week I watched my campers grow and learn while participating in activities they enjoyed such as horseback riding, archery, raft making, hiking and much more. This experience has only strengthened my desire to provide these types of experiences to as many people as possible. I think these leadership experiences have given me the tools to succeed as the Parks and Recreation Director.

I am thrilled at the possibility of providing Creede with a parks and recreation program, and pursuing the next step of my career I appreciate your consideration and look forward to speaking with you.

Best,  
AnnKate Sledd



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### SKILLS

- Ability to plan, organize and prioritize work
- Interpersonal communication
- Detail oriented
- Ability to work in a team structure
- 
- Recreation Programming
- Special events planning
- Currently studying to be a Certified Parks and Recreation Professional

### EDUCATION

Parks, Recreation and  
Tourism Management //  
Program Management

North Carolina State  
University, Raleigh, NC

2009-2013

### PROFILE

A recent graduate of North Carolina State University and an outdoor enthusiast. Specializes in activities and program planning in an active, recreation learning environment. Now seeking to contribute my experience, skills, and enthusiasm to the town of Creede as Parks and Recreation Director.

### EXPERIENCE

4UR Guest Ranch//2015-Present (Summers)

Junior Wrangler Program Coordinator

Designed a program for young horse enthusiasts to gain more experience and knowledge on and off their horse. Each day consisted of a new horsemanship activity.

- Practiced teaching and explaining my own skills to those who are learning
- Gained experience diversifying activities for varying age groups of each week

Creede Early Learning Center//2015-2016 (Winters)

Teacher's Assistant

Helped carry out daily lesson plans and activities for children

- Learned how to provide positive structure in a learning environment
- Strengthened interpersonal skills

4UR Guest Ranch//2014-2015 (Summers)

Kids' Counselor

Created and implemented a week-long summer program for children ages 5-12 for a 15 week duration, focusing on making it a fun and varied experience from the previous year.

- Strengthened time management, leadership, and team work skills
- Smoothed over spontaneous activity planning and organization techniques

Callaway Elementary School// 2013-2014

Substitute Teacher/Teacher's Aide

Filled in a daily basis for teachers and teacher's aides, sometimes long term. Worked with 20-25 kids in small and large groups. Planned small lessons and activities for the class.

- Gained group management and problems solving skills in a primary school setting
- Renewed confidence working with children in an interactive learning environment
- Established solid problem solving and decision making skills



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## PROFESSIONAL REFERENCES

### **Robin Christensen**

General Manager  
4UR Ranch  
Phone: 658-3030  
Email: robin@4urranch.com

### **Damon Gibbons**

Head Wrangler  
4UR Ranch  
Phone: 658-2202  
Email: gibbons.damon@gmail.com

### **Jenny Van Ry**

Administrative Director  
Creede Early Learning Center  
Phone: 658-2090  
Email: jjvanry@gmail.com

## PERSONAL REFERENCES

### **Sally Woody**

Kindergarten Teacher  
Callaway Elementary School  
Phone: 540-483-0364  
Email: sally.woody@trco.k12.va.us

### **Dana Akers**

Secretary  
Callaway Elementary School  
Phone: 540 483-0364  
Email: dana.akers@trco.k12.va.us

### **Hannah Pepper**

Marketing  
4UR Ranch  
Phone: 616-502-6941/658-2202  
Email: hannah.pepper93@gmail.com

# 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 and Recreation Director		Date you will be available for employment: Approx. 10/3/16	
Personal Data			
Name: Last: Sledd		First: AnnKate	Middle Initial:
Address: 1.0 Goose Creek Road			
City: Creede		State: CO	Zip: 81130
Phone	Days: 658-0155	Evenings: 658-0155	Alternate: 540-420-6773
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:		11/23/1990	
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] VA		Class: none	Expiration: 11/23/2018
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 type="radio"/> Yes <input checked="" 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.			
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****We are an Equal Opportunity Employer**

**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.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		High School Name: Franklin County High Location: Rocky Mount VA		
Name of School, College(s) or University	Major	Credit Hours	Degree	Year*
North Carolina State University	Parks and Recreation	127.0	Bachelors	2013

\*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:

I am scheduled to take the Certified Parks and Recreation Professional Exam in January 2017

List honors, awards, fellowships:

Rho Phi Lambda Honors Fraternity

**Skills Overview**

Approximate typing speed in words per minute: 80

List computer software with which you are familiar: I have experience working with Microsoft excel, word, powerpoint, Adobe Reader and some Photoshop.

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

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

I have excellent interpersonal skills, experience working with and planning activities for kids, and the desire to bring a successful parks and recreation program to Creede.

Tools and machines you can use and operate: Lawn mower, weed wacker, chain saw, leaf blower

Light or heavy motor vehicle equipment you can operate: Most atvs (ranger, 4 wheeler etc)

Summarize volunteer services work including dates:

I have volunteered with Raleigh Parks and Recreation at Chavis Community Center (2012-2013), NC Senior Games (2012), and Callaway Elementary School (2010-2011) during my college career. These experiences allowed me to work with children and adults one on one and to plan/supervise fun activities with a group of fellow volunteers.

Summarize leadership roles:

I have been working at 4UR for 4 seasons. As a senior staff member, it is my responsibility to take care of the day to day chores and activities at the barn when my supervisors are not present. This includes delegating work between myself and the other seasonal wranglers. This opportunity has given me perspective on the best ways to delegate while also participating in the work.

**Employment Application**

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<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: 4UR Ranch		Phone: 658-2202
Address: (street, city, state) 1.0 Goose Creek Road Creede Colorado 81130		
Your title: Junior Wrangler Program Coordinator, Kids' Counselor		
Employment dates	From (month/year): Summer 2013	To (month/year): Summer 2016
Supervisor's name/title: Aaron Christensen / General Manager		
Starting salary: \$9.00/hr	Present/Ending: \$2,000/month	Hours per week: 45-50
<p><b>Work performed:</b> As the Junior Wrangler Program Coordinator I am responsible for creating and implementing an educational activities program for our younger guests who are interested in horsemanship, horseback riding, and learning more about horses in general. Each week the junior wranglers spend extra time at the barn learning how to take care of their horse in every aspect.</p> <p>As a kids' counselor, my co-counselor and I created a week long program for kids ages 5-12. The program included horseback riding, hiking, crafts, games, archery and much more. Both being a kids' counselor and the Junior Wrangler Program Coordinator taught me more about organization, program delivery and flexibility with my activities.</p>		
Reason for leaving: I am still currently employed with 4UR, but the guest season ends in early October.		
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Employer: Creede Early Learning Center		Phone: 658-2090
Address: (street, city, state) Forest Service Road 801 Creede Colorado 81130		
Your title: Teacher's Assistant		
Employment dates	From (month/year): October 2015	To (month/year): April 2016
Supervisor's name/title: Jenny Van Ry / Administrative Director Erin Tiley / Creative Director		
Starting salary: \$9.00/hr	Ending: \$10/hr	Hours per week: 30-40
<p><b>Work performed:</b></p> <p>As a teacher's assistant, I helped execute the lesson plans for the day while keeping the kids engaged. Each day we made crafts, had story time, sang and danced, and had free play time. During each of these activities, my job was to help ensure the children were interacting with each other in a positive way.</p>		
Reason for leaving: When I started, Jenny and Erin knew I was already committed to another season at 4UR		
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Employer: Franklin County Public Schools (Callaway Elementary School)		Phone: 540-483-0364
Address: (street, city, state) 8451 Callaway Road Callaway Virginia 24067		
Your title: Substitute Teacher		
Employment dates	From (month/year): October 2013	To (month/year): January 2015
Supervisor's name/title: Jason Guilliams		
Starting salary: \$85/day	Ending: \$85/day	Hours per week: 30-40
<p><b>Work performed:</b></p> <p>I filled in on an almost daily basis for absent teachers. On those days, I followed the lesson plans left by the teacher in order to carry out the day's activities. Some of the lesson plans required actual teaching, others required having the students complete tasks on their own. While subbing, I learned new ways to interact with all different personalities of students and teachers. I enjoyed going to work each day in a different classroom with new children and new lessons.</p>		
Reason for leaving: I substituted in the off season between my seasons at 4UR		
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No		

**Employment Application**

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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: 	Date: 8/14/16
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