

HIGHLIGHTS

25 years of providing exceptional customer service

22 years of supervising, evaluating, developing and empowering staff

16 years of program research, implementation and evaluation

15 years of continuous effort and high level ability, as a LEAN coach, to identify potential process improvements and increased collaborative efforts to improve center, department, and organizational processes

15 years of preparing and managing operation and recreation budgets

15 years of maintaining positive relationships and successful collaboration with community partners, citizen focus groups and advisory boards

Assisted with development of Department CAPRA accreditation process, website development, and submission.

Co-lead on development and implementation of department Subsidy and Resource Allocation Plan

Led Recreation Centers team through internal audit of program operations, processes and procedures

Led discussions between Senior Advisory Council and Parks Foundation to ensure compliance with findings from previous internal audit

EDUCATION

University of Texas at Arlington
Master of Public Administration
May 2022

Midwestern State University
B.S. Health and Fitness Mgmt.
Minor Business Administration
May 2006

MEGAN THOMAS, CPRE

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PROFESSIONAL SUMMARY

A highly motivated, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and adapt to changing priorities to meet organizational goals. A high-energy, effective leader, skilled in developing and maintaining a broad vision, and communicating effectively across the organization to build focused and productive teams; while cultivating long-term positive relationships with customers, co-workers and outside resources.

FULL-TIME EXPERIENCE

Parks Program Area Manager- Denton Parks and Rec

July 2021 - Present

- Provides and directs strategic and operational direction and leadership to three community recreation centers two senior centers, and the recreational care divisions operating 8 summer camps and three after school action site locations
- Analyzes workload and performance measurement data for senior centers, recreational care and community recreation centers
- Budget management for the department's general fund and recreation fund for senior centers, recreational care and recreation centers
- Evaluates the performance of staff and supervises all facets of personnel actions for recreation centers, recreational care and senior centers
- Increases public awareness of individual recreation centers and programming
- Prepares and submits monthly financial reports for revenues and expenditures
- Manage and administer Leisure Services capital improvement funds
- Recreational software administrator
- Department assistant lead for CAPRA Accreditation
- Coordinates marketing and advertising of all recreation center programs and facilities with Marketing Coordinator
- Research and analyze current recreation trends and cost of service models

Recreation Center Supervisor- Denton Parks and Rec

Denton Senior Center | January 2018 - July 2021

North Lakes Rec Center | June 2008 - January 2018

- Responsible for the development, implementation, and ongoing management of assigned center budget; forecasts, prioritizes, and submits recommendations and requests for funding of center operations, programs, and capital improvement projects
- Supervises center staff; including hiring, training and development, performance coaching, and makes recommendations on necessary disciplinary actions

ACHIEVEMENTS & AFFILIATIONS

Leadership Denton
Class of 2018-2019

2007 PARD Cutting Edge Award
Dynamic & Innovative
Programs

2010, 2011 PARD Value Award
Team Commitment

Best of Denton- 4 years
Fitness Center- Top 3

2010 Texas Heart & Stroke
Healthy City - Denton County
Healthy Communities Coalition

PARD Efficiency Team

Employee Wellness Committee
Be Well, Live Well

Age Well, Live Well
Denton County

CERTIFICATIONS & TRAINING

Certified Parks and Recreation
Executive

Public Budgeting and Financial
Management Certificate,
University of Texas at Arlington

LEAN Coach
Lean Six Sigma Training

STEP Academy Graduate
City of Denton

Proficient in MS Office and
CivicRec Software

University of North Texas Excel
Intermediate Certificate

CPR, AED, First Aid, Food
Handler Manager, defensive
driving

PROFESSIONAL MEMBERSHIPS

National Recreation and Parks
Association

Texas Recreation and Parks
Society

- Trains and assists program coordinators in monitoring and analyzing program budgets; provides perspective on the budget process and how the center fits into the overall department budget
- Oversees timekeeping procedures, procurement of services and supplies for the center, ensures adherence to related policies, submits completed requests to department admin.
- Prepares reports for the Senior Advisory Council, Department Leadership, Park Board, and City Council
- Reviews data, prepares and submits reports regarding monthly finance and budget data, attendance, volunteer hours, sponsorships and donations, and rentals for the center
- Ensure support and training to programming staff regarding the development of programs and services aligned with Organization and Department Key Focus Areas.
- Provides center-level support related to process updates, budget, accounting, procurement, accounts payable processes, payroll, and projects.
- Develop and evaluate the annual cost for services and revenue forecasts for numerous programs and services
- Participates in the development and implementation of department policies and provides support to admin in maintaining and communicating department rules and policies in accordance with City policy to center staff.
- Works with Program Area Manager to coordinate strategic planning for the center; responsible for maintaining and reporting on assigned projects related to the Department's Strategic Plan
- Coordinates with Parks Foundation and Senior Advisory Council on center initiatives
- Attends and participates in community and board meetings as required.
- Coordinates the establishment of program and service contracts for use of facilities with outside groups, center staff, and the Legal Department
- Coordinates marketing and advertising for the center with Public Communications and center staff
- Coordinates comprehensive facility schedule with center staff for all programs, events, rentals, and community partnerships
- Inspects assigned facilities to ensure proper upkeep, safety and adherence to department and state code standards; works with facilities management on project management and allocation of funding as needed
- Seeks out patrons' feedback with regards to services
- Reviews current trends and best practices in and makes recommendations
- Communicates with administration, staff, other departments/divisions, citizens, and the media by listening and responding to requests, complaints and issues
- Serve as the department representative on assigned projects, committees, and meetings.

Recreation Coordinator- Denton Parks and Rec

North Lakes Rec Center | January 2007- June 2008

- Oversaw all aspects of the group exercise, personal training, and contracted fitness programs
- Prepared and monitored assigned program budget
- Supervision, scheduling, and evaluation of fitness instructors
- Program contract management and invoicing
- Vending sales and inventory
- Scheduling facility rentals and birthday parties