

TRANSFERRABLE SKILLS

FOR EVERY LEVEL

SKILL 1



Customer Service

Interval vs. External
Participant vs elected official
Dealing with difficult customers

SKILL 2

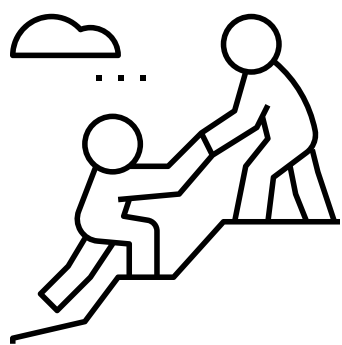


Programs

Youth Sports. Adult Sports. Youth Programming.
Teen Volunteer. Preschool Enrichment. Contract
Classes. Facilities Management. Special Events. Arts.
Seniors. Aquatics. Maintenance. Project
Management. Adaptive Recreation. Field Allocations.

Be diverse. The more variety the better.

SKILL 3



Leadership

What kind of leader are you and how do you use that
to your advantage? Get to know yourself better!

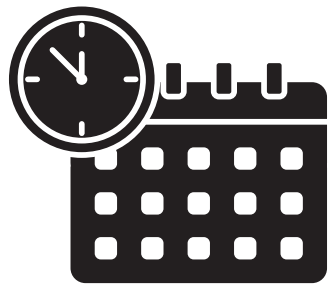
SKILL 4



Budget

Know your budget. Know your organization & players.
Know the process. Ask questions. Look at the
department. Look at the organization. Make notes
throughout the year. Have a wish list. Make the tough
suggestions.

SKILL 5



Organization & Planning

How do you best track? Physical calendar? Outlook
flags? Post its? Paper & pen? Evaluations? Cyclical?

ABOUT ME



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