

## SHARON MANNION

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### EXPERIENCE

**Town of Leesburg, Ida Lee Recreation Center**  
Aquatic Instructor, WSIT –(trainer)

**Leesburg, VA**  
1/91- present

**National Recreation and Park Association**

**Ashburn, VA**

Professional Certification Manager - 3/07 – 8/1/08

Asked by management to move to this position in 8/06 to begin learning and taking over duties of previous staff member. Retained Aquatic Program Manager duties until 3/07 when replacement staff was hired.

Responsibilities in existing Professional Certification program: Processing new applications, exam applications, equivalency petitions, renewal applications; budget development and management; liaison activities with exam committee; cultivating relationship with testing company, National Certification Board, and state association affiliates; and promoting/marketing certification program through website, e-newsletters, personal phone calls, and contact with state representatives.

The National Certification Board voted in 2/07 to bring all current state facilitated certification programs back into the national office by June 2010, as well as voted to implement some radical changes to the application criteria and policies. Approximately 42 states had been permitted to process resident applications on NRPA's behalf. I was tasked with developing comprehensive transition procedures/timelines and negotiating with state affiliates for the release of files. Developed Policy and Procedure Manual to replace NCB bylaws and State Model Plans. Worked with state representatives, certificants, and certification candidates to explain new criteria and policies.

As of August 1, 2008, 15 state records (2000 individuals) have been successfully transitioned to headquarters and imported into iMIS database. Personal accomplishment was exceeding the projection of 10 transitioned states during 1<sup>st</sup> fiscal year. Projected budget increase (because of additional certificants) has been met and exceeded during first year of transition process.

Worked with IT department to enhance and repair current database in anticipation of the import of approximately 3500 certification files. Until August 2006, NRPA 500 certification files were maintained in an access database. In 2006, files were imported in iMIS. Followup and testing was not done after that conversion and database became corrupted. In 2008, consulted with IT for the development of RFP and subsequent selection of company needed to development web accessible options.

Program Manager - Aquatics 8/03 – 3/07

### **Aquatics Facility Operator (AFO) Program Management**

Manages AFO certification and over 120 courses annually that are associated with the program including: coordinating all classes, supplies, and instructors for local host sites; maintaining accurate instructor (approx 90) records, managing budget of \$290,000 in gross revenue; oversee scoring examinations; maintaining Access/iMIS databases as national registry of those certified including tracking applicant recertification; creating postcards, certificates, letters, manuals, and packets for certified individuals, instructors, and local hosts; maintaining inventories and ordering supplies within budgetary guidelines; marketing and promoting the program through press releases, web site development, and national recognition programs; and processing Continuing Education Units in accordance with IACET guidelines. Provides technical support regarding AFO and aquatics to incoming callers. Schedules, promotes and coordinates master trainer programs at the annual aquatics conference.

### **National Aquatics Branch (NAB) Staff Liaison**

Provides staff support to the NAB. Maintain NAB website content. Coordinates activities at annual Congress and Mid-Year and Aquatic Conferences. Arranges logistics for meetings and social activities. Maintains directory and contact information for the branch. Prepares meeting agenda, records minutes and distributes to council members. Formulated, scheduled and produced first National Aquatic Week Festival to be held at NRPA Headquarters. Provide link between NRPA leadership, state park and recreation associations and aquatic professionals in the field. Encourage involvement with NRPA strategic planning and research ideas for education opportunities in the field.

### **Citizen Branch Staff Liaison**

Provides staff support to the Citizen Branch. Coordinates activities at annual Congress and Mid-Year Meeting. Arranges logistics for meetings and social activities. Maintains directory and contact information for the branch. Answers questions and responds to calls coming into 1-800 Citizen Branch phone line. Prepares meeting agenda, records minutes and distributes to board members. Provide link between NRPA leadership, board members and citizen advocacy groups. Encourage involvement with NRPA strategic planning and research ideas for education opportunities in the field

Project Coordinator, Citizen-Board Member Branch  
Northeast Service Center Representative  
National Programs, Contractor

2/02 – 8/03  
9/00 - 2/02  
1/99 - 8/00

- Responsible for the administrative operations and oversight of the Citizen's Branch and facilitated the effective coordination between the field and headquarters. Activities included creation and maintenance of computer filing systems, effective utilization of all communication resources, and report development and generation using the IMIS system.
- Facilitate and provide effective oversight of the National Program grant programs – from funding through closeout. Grant awards include those from BMX, NFL, American Cancer Society, Better Home and Gardens, and others.
- Coordinated the preparation and distribution of materials necessary for two annual National Conventions sponsored by NRPA, attended by over 5,000 participants. Responsibilities included - planning meetings; reserving space and food/beverage at host hotel; preparing minutes, agenda and other background materials; attending meeting and recording minutes; scheduling social activities for branch members; providing information/communication for members during convention.
- Participated in the development and implementation of program and grant offerings to park and recreation agencies nationwide.
- Work with schools, education and training institutes to improve instructional portfolios; produced brochures, developed computerized registration process automating registration tracking system and follow-ups, and enhanced curriculum notebooks.
- Initiated the development of the NRPA web page and continue to monitor and maintain web site.
- Serve on several technology committees responsible for the assessment, development, and implementation of the headquarter technology needs.
- Took a leadership role in learning the iMIS database and have been sought as a resource to use and train this application onsite and have expanded this assistance on database usage to include Access, Excel and iMIS. Assist staff members with technology challenges.
- Manage all office activities – phone and email communication, filing systems, Branch mailings, interoffice records.

- Edited and published branch newsletters. Facilitate an award program, from producing the award brochure and collecting and compiling results, to arranging award banquet and ordering plaques.

**Town of Leesburg, Ida Lee Recreation Center**  
Aquatic Instructor

**Leesburg, VA**  
1/91- present

Employed since opening of facility – key participant in the development of aquatic programs for all ages. Initiated and guided the Developmental Swim Team Program (1999). Teach all levels of American Red Cross group and private swimming lessons for infants through adults. Teach Water Safety and Lifeguard Training. Earned certifications in Arthritis Foundation/YMCA Water Exercise and Aquatic Exercise Association as requested by supervisor to be able to implement and teach water exercise courses for all ages.

**County of Loudoun, Franklin Park**  
Pool Manager

**Purcellville, VA**  
1998 - 1999

Hired to lead the effort in the inaugural opening of the new water park. Managed all staff (approx 15) and operations including staff scheduling/supervision, pool maintenance, daily cash deposits/balances, public relations (educating public in operating procedure for water park). Reported to Park Manager.

**YMCA of Loudoun County**  
Aquatics Director

**Leesburg, VA**  
1997 - 1998

Responsible for hiring and supervision of aquatic staff for all local YMCA programs, contract negotiations with five local facilities for pool availability/lifeguards, development of the budget process, education/training of aquatic staff (approx 6), development of aquatic programs/classes, ordering supplies and general office duties. Additional responsibilities included summer day camp secretary (98) responsible for registration, confirmation, daily cash deposits, recorded keeping and general office duties.

## **EDUCATION**

Grace College and Seminary, Winona Lake, Indiana  
Major – Creative Studies (Five year program – Drama, Journalism, Art, Music) B.A.  
Liberal Arts, 1976

## **REFERENCES**

References available on request.

## **CURRENT CERTIFICATIONS**

Water Safety Instructor (WSI), Water Safety Instructor Trainer (WSIT), Certified Playground Safety Inspector, -Aquatic Facility Operator (AFO), Certified Park and Recreation Professional (CPRP)..

## **PERSONAL**

## **ACCOMPLISHMENTS**

Reviewer for 2007 American Red Cross Lifeguard Training Manual update  
2004 – Review panel for Who's Who in Aquatics, Aquatics International Magazine  
Facilitated publication of the 5<sup>th</sup> edition of the Aquatic Facility Operator Course.  
Facilitated launch of new Aquatic Facility Technician Program  
Special Citation , NRPA, November 22, 2004

Certificate of Appreciation, Town of Leesburg, April 9, 1993  
YMCA, Principles and Practices, April 1997 (Leadership course)