

DEBRA F. SCHWARTZ, C.R.S.S.

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PROFILE

Highly motivated individual with excellent communication skills and an in-depth knowledge of campus recreation. Organized and experienced in marketing, program planning, budget management, strategic planning, conflict management and writing policies and procedures.

EDUCATION

Master of Arts, Recreation Administration,
University of Maryland at College Park, August 1989.

Bachelor of Science, Business Administration, Marketing, Old Dominion University,
May 1987.

PROFESSIONAL EXPERIENCE

INTRAMURAL DIRECTOR

Intramural Sports Department, Western Carolina University, May 2004-present.

- Supervise and evaluate one full-time permanent Assistant Director and office assistant.
- Prepare and periodically update annual report, unit strategic plan, and annual budget.
- Develop and implement participant and student employee assessment activities.
- Maintain records for end of year report.
- Develop policies and procedures for sport club program.
- Oversee the daily operations of sport clubs including Sport Club Council.
- Market and promote new sport clubs.
- Collaborate with other division and university units to develop special events
- Serve on various university and divisional committees including Wellness Council, Physical Activity Committee and Homecoming Committee.

PROFESSIONAL EXPERIENCE (continued)

ASSISTANT INTRAMURAL DIRECTOR

Intramural Sports Department, Western Carolina University, August 1989-May 2004.

- Organized, administered, and evaluated approximately 50 individual and team intramural activities in round-robin, single elimination and double elimination tournaments.
- Trained, scheduled and evaluated 90 intramural officials and 15 supervisors.
- Maintained records for end of year report.
- Revised and updated team sport rules.
- Assisted in developing intramural participant survey and strategic plan.
- Developed policies and procedures for sport club program.
- Oversaw the daily operations of sport clubs including Sport Club Council.
- Marketed and promoted new sport clubs.
- Created annual calendar and flyers.
- Oversaw design and maintenance of website.
- Substitute lecturer and guest speaker for various classes in the Health and Human Performance Department.

GRADUATE ASSISTANT: PROMOTIONS COORDINATOR

Campus Recreation Services, University of Maryland, August 1988-May 1989.

- Developed and maintained publicity budget.
- Supervised publicity staff.
- Conducted summer freshmen orientation program.
- Published annual calendar/handbook, flyers, press releases, and employee newsletter.
- Developed departmental marketing plan and intramural participant survey.

GRADUATE ASSISTANT: INTRAMURAL COORDINATOR

Campus Recreation Services, University of Maryland, August 1987-May 1988.

- Assisted with the administration of referees for a 200 team volleyball program.
- Recruited, trained, scheduled and supervised volleyball referees.
- Scheduled and supervised 250 softball teams.
- Administered and directed up to 500 participants in numerous individual and dual sport meets and tournaments.

PROFESSIONAL/COMMUNITY INVOLVEMENT

- National Intramural-Recreational Sports Association Conferences, 1985-present.
- Southwestern Officials Association Board member, Western North Carolina, 2000-present.
- Girls on the Run Board member, Asheville, NC, 2002-2005
- Wellness Committee member, Western Carolina University, 2003-present.
- Physical Activity Committee member, Western Carolina University, 2003-present.
- Staff Development Committee member, Western Carolina University, 2001-2004.
- Senior Games Facility and Equipment Coordinator, Jackson County, 1993-2000.
- Elementary School booking agent for Volleyball, Soccer, Basketball and Softball officials, Jackson County Public Schools, NC, 1994-1999.
- National Intramural-Recreational Sports Association, Co-Rec Sports Committee, 1992-1993.
- National Intramural-Recreational Sports Association, Basketball Officiating Committee Member, 1991-1992.

OFFICIATING EXPERIENCE

- North Carolina High School Volleyball and Basketball 1989-present.
- North Carolina High School Softball Umpire 1989-1997.
- College Basketball
 - Carolina's/Virginia Conference 1994-present
 - Southern Conference 1995-present
 - Big South Conference 1999-present
 - Appalachian Athletic Conference 2003-present
 - Colonial Conference 1999-2001
 - South Atlantic Conference 1996-1999
- A.S.A. Softball, Summers 1993-1996.
- U.S.S.S.A. Softball, Summers 1988-1989, 1991-1992.