

Kevin G. Manson

WORK EXPERIENCE

North Hennepin Community College, Brooklyn Park, Minnesota
Recreation & Wellness Coordinator

December 2011-Present

- Create and manage all operations and programs within the Recreation & Wellness Department including intramurals, club sports, special events and outdoor recreational activities
- Manage student fitness center and gymnasium; recruit, hire, train and supervise part-time staff, monitor facility usage data, and coordinate maintenance and repair work as needed
- Design annual Recreation Wellness budget and facilitate its allocation to various club sports, travel and on-campus programs
- Communicate with academic institutions, campus staff and community contacts in regards to preparing and/or renting field or rink time for athletic contests
- Serve as conference liaison to other colleges, coordinate engagement of athletic officials and generate schedules for intramural leagues and club teams
- Design and implement campus wide, department marketing efforts through social media, brochures and website management

Park Center Senior High, Brooklyn Park, MN
Assistant Varsity Baseball Coach

March 2015-Present

- Lead daily practices for 20 high school baseball players, ages 13-18, participating in both spring and summer baseball leagues
- Serve as lead instructor for team pitching staff, implementing practice routine, game preparation, and rotation maintenance
- Assist head varsity coach with player development, team communication, and logistics coordination for both home and away games

Players Only, Edina, MN
Pitching Instructor

September 2011- April 2014

- Scheduled, instructed and evaluated pitching lessons for numerous players ranging from youth baseball to college level
- Organized and evaluated youth tryouts for local community athletic organizations and travel teams

Park Ridge Park District, Park Ridge, Illinois
Athletics Program Assistant

May 2006- December 2010, April- August 2011

- Fulfilled various roles for park district programming, serving as managing director for youth sports skills classes, summer camp counselor and site director of adult athletic leagues
- Served as initial point of contact for programs, interacting with participants, parents, instructors and officials, simultaneously providing customer service and conflict resolution when necessary
- Planned and executed programs to align with park district objectives, ensuring that curriculum aligned with skill, age and recreation requirements

California Winter Baseball League, Palm Springs, California
Baseball Operations Intern

January-April 2011

- Collaborated with a team of interns to manage logistics and games for four teams in the California Winter League
- Managed travel logistics for visiting teams, serving as liaison for team's hotel accommodations and transportation needs throughout the season
- Communicated with grounds staff to ensure playing field was fit for competition

Wheaton College, Wheaton, Illinois
Athletic Administration Intern

August-December 2010

- Coordinated departmental game day operations for fall athletic programs including event management of Homecoming programming and special alumni events
- Coordinated football ticket sales amongst alumni and community, utilizing volunteers and marketing collaterals to achieve departmental sales goals

EDUCATION

Michigan State University, East Lansing, Michigan
Masters of Arts in Education

May 2018

- Concentration: Sports Leadership & Coaching

University of Illinois Urbana-Champaign, Champaign, Illinois
Bachelor of Science in Recreation, Sport & Tourism

December 2010

- Concentration: Sport Management

ACTIVITIES

University of Illinois Men's Varsity Baseball Team

2006-2010

- Four (4) year member and letter winner of Men's Varsity Team, primarily starting as a right handed pitcher
- Personal Recognitions 3rd Team All Big Ten, All Big Ten Tournament Team nomination, All Academic Big Ten Team