KELSI KRISTINE MCNUTT

303-717-6421 * kelsimcnutt@gmail.com
5817 Nevada Ave N, Crystal, MN 55428

SUMMARY OF QUALIFICATIONS

Highly motivated and approachable leader with a strong, engaging presence. Strong presentation and leadership skills, experienced in planning and organizing, capital asset management, strategic development, and implementation of policy. Possesses exceptional presentation and leadership skills, with a proven ability to guide and inspire teams through open, positive communication. Skilled in consensus building and fostering collaboration to achieve organizational goals.

PROFESSIONAL WORK EXPERIENCE

Director of Parks and Recreation **March 2024 – Present**
City of Shakopee

Leads and manages the Parks and Recreation Department; including the development and implementation of a broad range of recreation programs; operation of the Community Center, Ice Arena, and Aquatic Park; and scheduling of all park facilities. Responsible for overseeing all aspects of the Department's operation, including the establishment of an effective organizational structure and management of personnel, equipment, and budgetary resources.

- Provide planning, oversight and direction for the delivery of a wide variety of recreation programs and the use, operation and maintenance of the Community Center, Ice Arena SandVenture Aquatic Park and park facilities.
- Responsible for evaluating the department's processes and services; develops options for improving or matching services more closely to community needs. Implements adopted changes within the designated timeline and budget.
- As needed, review and implement changes to the Parks, Trails and Open Spaces Master plan that is compatible with the long range comprehensive plan. Tasked with reviewing development applications and site plans to analyze impacts on parks and recreation services.
- Participate in park planning and design process for parks and recreational facilities.
- Provides both direct and indirect supervision to all department employees in compliance with City policies and applicable laws. Responsibilities include recruiting, developing, and training personnel; planning, assigning, and overseeing work; evaluating performance; addressing concerns and resolving issues; and administering disciplinary actions when necessary.
- Develop and recommend the annual departmental operating budget and fee schedule; monitor and control expenditures to ensure compliance with approved limits and City policies.
- Develop and administer proposals, agreements, contracts, leases, and special use permits for facilities and services to ensure compliance and effective operations.
- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City's records retention

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schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.
- Make presentations and recommendations to the, City Administrator and City Council.
- Currently overseeing the department pursuance of the CAPRA accreditation program through the National Parks and Recreation Association.

Community Center Manager **January 2019 – February 2024**
City of Chaska

Oversaw facility operations, including staff management, budget planning for an $8 million enterprise fund, and capital improvement projects. Developed and implemented strategic plans, safety protocols, and customer satisfaction initiatives to enhance operations and guest experiences. Collaborated with city leadership and stakeholders on master planning and community engagement efforts.

- Effectively managed, coordinated, and scheduled all staff within the facilities. That includes maintenance of personal records, employee training and development, employee evaluations and staffing recommendations for the facilities. Supervised eleven full time employees and their respective part time and full time staff.
- Developed and managed an annual enterprise fund budget of approximately $8 million in a fiscally responsible manner.
- Planned and forecasted both monthly and annual facility utilization requirements, revenue estimates, staffing requirements, equipment replacement needs and recommend program and membership fees.
- Designed and implemented a capital asset program for the Chaska Community Center and Chaska Curling and Event center.
- Evaluated, prepared, and managed approximately $500,000 in capital improvement projects for the community center each year.
- Successfully reengineered community center operations in response to the COVID-19 pandemic to account for patron and employee safety, enhance cleaning protocols, limited capacity, and social distancing requirements.
- Made presentations and recommendations to the P&R Director, City Administrator and Park Board.
- Implemented an emergency action plan for the community center. This includes access to a mass notification software and the development of a safety committee to ensure that staff are kept up to date on safety related issues.
- Designed and implemented surveys on community center satisfaction and gather the results to demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with other staff to provide quality seamless customer service.
- Part of the project management team for the Community Center Master Planning project which consisted of working with outside consultants, conducting robust community engagement process and navigating recommendations to the Park Commission and City Council.

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Program and Facility Supervisor **January 2017-January 2019**

South Suburban Parks and Recreation District

- Effectively managed, coordinated, and scheduled all staff within the facilities. That included maintenance of personal records, employee training and development, employee evaluations and staffing recommendations for the facilities. Supervised six full time employees and their respective part time and full time staff.
- Oversaw the daily operations of the Goodson Recreation Center that includes the supervision of; membership and customer services, aquatics, fitness, court sports, gymnastics, facility maintenance and licensed childcare and preschool programs.
- Developed and managed an annual budget of approximately $1.7 million in a fiscally responsible manner. Plan and forecast both monthly and annual facility utilization requirements, revenue estimates, staffing requirements, equipment replacement needs and recommend program and membership fees.
- Evaluated, prepared, and managed approximately $500,000 in capital improvement projects for the recreation centers each year.
- Coordinated and managed all physical and event operations of the facility.
- Planned and forecasted both monthly and annual facility utilization requirements, revenue estimates, staffing requirements, and equipment replacement needs.
- Coordinated and scheduled all of the American Red Cross Lay Responder CPR classes for the district.
- Implemented a new safety initiative for the recreation centers that focuses on providing part time staff with an easier way to get critical information quickly and easily in an emergency situation. Not only is this program being implemented throughout the district but have also traveled across the nation to teach and educate other parks and recreation professionals at conferences and other trainings.
- Made presentations and recommendations to the department Executive Director and District Board.
- Project manager for the strategic comprehensive master plan and future $6 million facility renovation of the Goodson Recreation Center. Working with the architect to make sure that the needs of the community, facility and staff are being met.
- Managed and oversaw the marketing and promotion of departments programming and important facility information into the quarterly catalog.

Assistant Facility Supervisor **March 2015-January 2017**

South Suburban Parks and Recreation District

- Managed the daily operations of the facility, oversee the day-to-day activities that include programs, general facility operations and special events. This includes pass sales, admissions, registration, and attendance.
- Utilizing a high level of leadership and communication qualities directly supervises the customer service staff, child care and concession operations at the facility and ensures delivery of high level of customer service at all times. This included hiring and training, maintenance of personnel records, bi-weekly payroll approval, and employee evaluations.
- Coordinates facility scheduling of 50+ programs and classes per catalog cycle. Schedules programs into 5 multipurpose rooms, gymnasium, dance studio, gymnastics studio, aerobics studio, cycle studio and aquatics facility.

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- Met with staff of a daily basis to ensure that all programs were operating smoothly as well as making sure that facility issues were being resolved in a timely manner.
- Managed and prepared invoices for facility rentals and processed payments.
- Created, edited, and maintained content for the online gym schedule and facility home page.
- Coordinate and schedule all of the American Red Cross Lay Responder CPR classes for the district.
- Assisted with the preparation and implementation of the general operations budget and ensure that the facility operates within the approved budget.
- Responsible for the purchasing, pricing, inventory and regular reporting for the pro shop and concessions.
- Audited daily cash reports and maintained daily cash report logs necessary to complete monthly and annual attendance reports.
- Researched local community events and coordinated recreational activities appropriate for diverse recreational, physical, sensory and communicative needs.

Assistant Facility Coordinator **November 2013 – March 2015**

Town of Parker, Colorado

- Effectively managed, coordinated, and scheduled the customer service staff within the recreation center. This included maintaining personnel records, hiring employees, staff training and scheduling, and employee evaluations.
- Administrator for the Town of Parker's SilverSneakers fitness program which included monthly compensation reporting and eligibility reporting.
- Responsible for ordering inventory for the recreation center pro shop and work with organizations to increase the profit margin of the pro shop.
- Responsible for the annual budget projections and well as monthly budget updates for my assigned areas.
- Responsible for the preparation and coordination of all facility rentals.
- Assisted the Facility Coordinator with the annual records retention for the Town of Parker Recreation department.
- Implemented a weekly newsletter for the customer service staff to aid with communication from coordinators as well as prepare them in advance for the upcoming week.
- Responsible for the completion of the daily cash reports for the recreation center.
- Helped Facility Coordinator and Deputy Recreation Manager with the design for the temporary front desk during the $16 million building expansion project.
- Researched and presented a different way for coordinators to more efficiently schedule employees. Implemented the new software in the recreation department and trained all coordinators and staff how to use it. The software is now being used by nine different coordinators and roughly 150 staff members; which frees up on average about 55 working hours per month among coordinators, and has the potential to free up even more working hours in the summer months.
- Assisted the Aquatics Supervisor with the operation of the indoor and outdoor pools when needed which included maintenance and staff issues, as well as helping to interview seasonal assistant coordinators, head lifeguards, and the full time Aquatics Coordinator.

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Assistant Aquatics Coordinator **May 2012 – November 2013**

Town of Parker, Colorado

- Effectively managed and coordinated the aquatics staff for the H2O'Brian Pol which included scheduling, maintaining personal records, hiring and training employees, conducting regular monthly in-services and making sure day to day operations ran seamlessly as possible.
- Provided onsite supervision of staff at both indoor and outdoor pool activities such as lifeguarding, swim lessons, parties, rentals, and special events.
- Resolved disputes and implemented solutions for the Parker Recreation Center Pool and the H2O'Brien Pool using sound management and conflict resolution skills.
- Oriented new staff members on the general pool environment with an emphasis on safety, opening and closing procedures, proper storage of equipment and supplies; and general pool rules.
- Served as the interim Aquatics Coordinator during the summer of 2013.
- Conducted routine pump room maintenance, worked to insure all mechanical operations were working correctly, trouble shoot and problem solve when issues arose.
- Implemented a manager on duty audit program that was used during the summer of 2013 by the assistant aquatics coordinators to make sure that the management team was being held accountable for the same skill sets as lifeguards as well as the added responsibilities of managers.
- Assisted program coordinators with special events such as kids programs, races, and special events. This included set up/tear down, volunteer coordination, and registration.
- Highly requested swim instructor, worked with all ages and swim abilities in both group and private lessons.
- Helped the Swim Lessons Coordinator by assisting customers with swim lesson registration and program questions when needed.

EDUCATION

Master of Public Administration

Hamline University - St Paul, Minnesota

Certified Public Manager

Hamline University - St Paul, Minnesota

Bachelor of Fine Arts

Colorado State University – Fort Collins, Colorado

RELAVENT SKILLS AND CERTIFICATIONS

- Aquatic Facility Operator – National Park and Recreation Association
  - Certified Since 2016
- Certified Park and Recreation Professional – National Park and Recreation Association
  - Certified since 2024
- Certified Park and Recreation Executive - National Park and Recreation

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  - Certified since 2024
- American Red Cross Lifeguard Instructor Trainer
  - Certified since 2018
- American Red Cross Lifeguard Instructor
  - Certified since 2014
- Accomplished speaker delivering presentations at local and national conferences:
  - Colorado Parks and Recreation Association Annual Conference
  - Washington Recreation and Park Association Annual Safety Workshop
  - Iowa Recreation and Park Association Annual Conference
  - Athletic Business National Conference

VOLUNTEER EXPERIENCE

National Independent Health Center Association – Board Member
2023 – present

Hamline University Certified Public Manager Advisory Board – Board Member
2022 – present

Women In Leadership Certificate Minnesota State University – Board Member
2025 - present