



December 15, 2022

Ms. Leanne Mihalchik
Administrative Services Manager/HR Coordinator
Town of Boxford, MA
7A Spofford Road
Boxford, MA 01921

Dear Ms. Mihalchik:

Please accept this letter and enclosed resume to be considered as a member of the 10 Elm Community Committee. Over the past fifteen years working in the field of recreation and community programming, I have gained the experience and knowledge necessary to make me a qualified candidate for this role.

In my current position as Community Center Director for the Town of Lexington, I work with a diverse group of stakeholders to coordinate and plan activities for the community. I collaborate with the Department of Human Services, specifically the COA and Division of Senior Services, to schedule use of the building for programming and service delivery. As a multi-generational community center, I am responsible for upholding the mission of intergenerational programming, bringing together residents of all ages and abilities.

In addition to my professional role, I currently sit on the Tri-Town Council Board. I have always been drawn to the offerings of TTC for my children and family. Providing healthy mental, social, and physical activities outside of the school day is just as important as within. I enjoy serving in a capacity that gives back to the community and helps to create strong and lasting networks between our three towns.

I hope you will consider my application to the 10 Elm Community Committee and I would greatly appreciate the opportunity to discuss my qualifications with the Select Board. Please do not hesitate to contact me if I can provide you with any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Christine A. Dean".

Christine A. Dean

CHRISTINE ANSLEY DEAN

EXPERIENCE

Lexington Recreation and Community Programs, 2017 – Present

Director, Lexington Community Center

- Plan, direct and exercise general supervision of the intergenerational Community Center to include the management of staffing, programs and activities, technology, physical facilities, equipment, records management and grant proposals
- Develop and recommend policies and procedures, including operations of the customer service counter to ensure maximum customer service results
- Maintain and manage program financial records and perform financial analysis of programs
- Manage program data and compile quarterly reports for all programs. Research, compile, prepare, analyze, interpret and deliver annual department performance measurement documents
- Develop and implement marketing strategy for the facility which includes promotional events, marketing tools, advertisement of the facility, public and media relations, social media, and annual marketing plans

Danvers Recreation Department, 2011 – 2017

Park Ranger Supervisor, Endicott Park

- Plan, publicize, oversee and evaluate recreational programming and permitting for 165 acre Municipal Park
- Review, approve and schedule building, picnic area and field use requests
- Track program performance, prepare budget reports and handle program registrations
- Collect, count and record revenues generated from permit, day use and recreation activity fees
- Make recommendations for building and grounds improvements for annual budget process
- Seek out, hire, supervise and evaluate full time, seasonal and part-time employees

Brookline Recreation Department, 2006 – 2011

Recreation Leader, Environmental Education and Outreach Coordinator

- Coordinated and directed environmental education, interpretive and recreation programs for all ages
- Developed and wrote program descriptions; marketed and advertised programs and set appropriate fee structure
- Directed nature-based summer day camp and supervised seasonal staff
- Supervised seasonal Park Rangers and assisted with their program delivery, park patrolling and Green Dog off-leash program compliance
- Established partnerships and sought out other opportunities to fund the position and associated programs
- Coordinated and led volunteer park clean-ups, habitat restoration and other projects that promote park, sanctuary and open space stewardship

CERTIFICATIONS & MEMBERSHIPS

- Tri-Town Council Board Member
- Certified Parks and Recreation Professional
- Massachusetts Recreation and Park Association (MRPA) member, Northeast Regional Chair
- 2022 MRPA Community Professional of the Year
- National Recreation and Park Association member
- Northern New England Recreation & Parks Conference planning committee

EDUCATION

May 2002 | California State University | Sacramento, CA | Teacher Preparation Program

May 1999 | Ithaca College | Ithaca, NY | BA, Environmental Studies