

Summer Rae Krones

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Organized and energetic professional, motivated independently, and delivers excellent service to diverse groups and individuals. With a strong foundation in training development, safety procedures, and risk management. Seeking to leverage extensive experience to contribute to safety, diversity, equity, and inclusion.

Professional Experience:

2022 - Present **Arlington Heights Park District**, Arlington Heights, IL

Forest View Racquet and Fitness Club Assistant Manager

Direct supervision, training and scheduling of 13 part-time front desk staff, personal interaction of day-to-day customer service operations, manage facility memberships, oversee Permanent Court Time rentals, stay current on all software applications for court reservations and patron information, oversee program registration and payment plans, oversee and coordinate racquetball lessons, personal training and martial art classes at Forest View, daily cash reports and outstanding due payments, purchase of items for custodial and office supplies, schedule and assist with minor maintenance and repairs throughout the facility, sit on the Safety Committee. Oversee summer pool cashiers and concession financing.

2019 - 2022 **Schaumburg Park District**, Schaumburg, IL

Membership Supervisor

Direct supervision, training and scheduling of 28 part-time staff at The Water Works and Community Recreation Center front desks, table tennis instructors and massage therapist; personal interaction of day-to-day customer service operations at The Water Works and Community Recreation Center; manage fitness and aquatic memberships throughout the District along with payment plan members; oversee Silver Sneakers and Renew Active program; coordinate room reservations and bookings at the Community Recreation Center; Northwest Special Recreation facility usage liaison; oversee and coordinate Table Tennis including drop-in, private lessons and tournaments; coordinate open gym availability; manage The Water Works Store; daily cash reports at The Water Works, Community Recreation Center and Volkening Lake; supervise the K-9 Dog Park along with dog park programs; assist with revision of various policy manuals; purchase of items for custodial and office supplies at the Community Recreation Center; minor repair and arrange contractual repairs for Digilock lockers; schedule and assist with minor maintenance and repairs throughout the Community Recreation Center.

2012 - 2019 **Northwest Special Recreation Association**, Rolling Meadows, IL

Leisure Education/Park District Facility Coordinator

Plan programs for early childhood thru adulthood for individuals with special needs, plan/coordinate/budget the Leisure Education program in nine school districts with 165 classrooms, liaison between 17 park districts, assist with the seasonal program brochure in proofing, editing, creating write ups, requesting and securing facilities, assist with creating budgets for 175 weekly programs, coordinate all individual music lessons, plan and implement a yearly music recital, coach Special Olympics Bocce team, vehicle and safety training assistant

2007 - 2012

Area Coordinator/Senior Disability Coordinator

Plan programs for early childhood thru adulthood for individuals with special needs, assist with the seasonal program brochure in proofing, requesting and securing facilities, liaison between four park districts, three school districts and three workshops, coordinate eight Saturday programs, plan and implement a yearly cultural arts showcase, assist with a Friday morning senior social club and a Friday night teen social club, coach Special Olympics Bocce team, assist with the planning and implementing of an Educably Mentally Handicapped/Severe and Profound summer day camp

2004 - 2007

Program Specialist/Early Childhood Coordinator

Plan programs for early childhood thru adulthood for individuals with special needs, coordinate two early childhood camps, plan and implement a yearly cultural arts showcase, plan and implement a Friday night teen social club

Work Experience:

2016 - Present **Home-Based Support Services**, West Chicago/Buffalo Grove, IL

Respite Worker: Care for two adults with special needs at home or in the community.

2021-Present **Bartlett Hills Country Club**, Bartlett, IL

Banquet Server: Set up and served food for various banquet events.

Volunteer Experience:

2023-Present **Schaumburg Park District**, Schaumburg, IL

Spring Valley Nature Center and Heritage Farm: Assist with various special events and conservation projects.

2016 - Present **Public Action to Deliver Shelter**, Arlington Heights, IL

On-Site Manager/Dinner Shift Coordinator: Oversee volunteers on the first shift, handle problems that arise, intake guests and help with any set up/clean up needed, as well as coordinate dinner shift volunteers and set up.

Education:

Western Illinois University, Macomb, IL

2004 **Bachelor of Science in Parks, Recreation and Tourism Administration**
Emphasis in Therapeutic Recreation

2026 **Post-Baccalaureate Event Planning & Management Certificate**

Organizations & Affiliations:

Illinois Parks and Recreation Association (IPRA)

Facility Management Workshop Board of Regents 2023-2025

Facility Management Committee

Risk Management Committee

Suburban Parks and Recreation Association (SPRA)

Showcase Co-Chair, President 2016, 2024, Secretary 2022, 2023, 2024

Woman in Leisure Services Chi Chapter of Greater Chicago

Itasca Friends of the Library

Treasure 2025

Educational Conferences:

2004-13, 20-21, 24 Illinois Park and Recreation Association State Conference

2015, 2016, 2018 IPRA Professional Development School

2022-2024 IPRA Facility Management Workshop

2022-2024 PDRMA Risk Management Institute

Skills & Certifications:

CPR, AED, First Aid, Oxygen Administration and Preventing Disease Transmission

Basset and Food Handling

Microsoft Office, Power Point, Outlook, Adobe, Adobe InDesign, Canva, Google Suite

ActiveNet, BambooHR, Court Reserve, Maintrac, UKG

Commercial Driver's License Class B

TRX Certified Instructor