

# Stephanie McDonald

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**10/12/2021**

**To whom it may concern,**

I am submitting my resume and application for the City Manager position for the City of Palm Coast. I am currently the Park Manager at Alfred B Maclay Gardens State Park in Tallahassee. I manage all areas of the park including the budget, administrative work, maintenance, park protection, the cultural and natural resource programs, and visitor and volunteer services. I manage a staff of nineteen. One of my strengths is seeing the big picture and guiding my team to help meet our goals and make the vision a reality. I am open minded, and I love sharing ideas, and coming up with a plan to make it happen. I am known for creating a positive, forward moving atmosphere. I know how to bring a team together for a common goal. It would be an honor to bring what I have learned to the table and to work with others to make the City's vision a reality. I really believe that I would be a great fit for this position. I hope that with my management experience working with the Florida Park Service, my experience working to conserve and preserve natural and cultural resources at various parks and preserves and also working for an agency whose mission is quite similar to the cities vision, you will consider me for an interview.

**Thank you,**

Stephanie McDonald

Park Manager II

Alfred B. Maclay Garden's State Park

850-843-5924

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### Objectives

To use the knowledge and experience I have gained as a Park Manager for the Florida Park Service, to be an effective leader, and to help to fulfill the vision of the City of Palm Coast, by helping *to create a future that focuses on preserving and enhancing the natural environment and quality of life that initially attracted the City's residence*. I have been working with the Florida Park Service for ten years, helping to fulfill their mission which I believe to be quite in line, with what the City of Palm Coast is striving towards. The Florida Park Services mission is to provide resource-based recreation while preserving, interpreting and restoring natural and cultural resources. I would love to bring my experience to the City of Palm Coast and work to be a part of bringing the City's vision to life. I am known for creating a positive, forward moving atmosphere. I know how to bring a team together for a common goal. It would be an honor to bring what I have learned to the table and to work with others to make the cities vision a reality. I would encourage you to call Ben Faure, who is listed as one of my references. He was my supervisor for the last two and a half years and knows what I can do.

### Experience

#### Park Manager, Alfred B Maclay Garden State Park

07.01.2019-present

I am responsible for managing a 1,179-acre park with 12 historical structures, an 82 acre lake that is a part of the Lake Jackson watershed, a 144 acre lake that is the only lake in Leon County, Florida with an undeveloped shoreline, a 28 acre historic garden and 11 miles of trails. I oversee all operations at the park; administrative, maintenance, protection, resource management and visitor services. It is my job to make sure that the park is successful and that we are providing resource-based recreation while still preserving, interpreting and restoring the natural and cultural resources. I supervise a staff of 19. I oversee the budget and finances as well as all administrative paperwork. I oversee the staffing of the park and create the interview questions to find a well-rounded fit for the position. I oversee outreach both inside and outside of the park, and I am heavily involved with interpretive programming. I ensure that the maintenance team has the skills and the tools they need to keep the facilities safe, clean and well maintained. I work with my field staff, to make sure we are meeting our resource management goals and that they have the tools that they need to be successful. I also handle all concessionaires, vendors, contractors and contracts. I have worked hard to form strong and effective relationships with other agencies and stakeholders and I have worked with many different agencies such as; the Florida Conservation Core, NOAA, the National Estuarine Research Reserve system (GTMNERR), FWC, the Florida Forest Service, the National Forest Service, Sportsability Alliance (formerly the Florida Disabled Outdoors Association) the Native Plant Society, local schools, local cycling and running groups, our park's friends group and many, many volunteers. I also handle all concessionaires, vendors, contractors and contracts. I create the work schedule, weekly work lists and project lists as well. I work with the team to inspire them to come together, to be creative and to accomplish goals that benefit our park and to see the results of their hard work. I have also worked hard operationally, to make changes to the setup of events including making a "bible" for the event so that when someone leaves, there are instructions

on how to set up and when to begin. My favorite thing about managing has been working with the staff and watching them grow and succeed.

#### [Assistant Park Manager, Stephen Foster Folk Culture Center State Park](#)

06.15.2015-07.01.2019

I was responsible for managing three parks, the Florida Park Services three largest events, 24 employees and numerous volunteers of varying personalities. I worked with the team to accomplish goals set forth by the Park Manager. I worked hard operationally to make changes to lessen the turn-over rate our park was experiencing by changing the atmosphere. I pulled the team off of the set up of the smaller events that they were feeling bogged down with and allowed them time they needed to complete projects in the park. This also gave them a chance to spend more time on maintenance needs in the park and at our two satellite parks, to broaden other skills through training, and to assist other parks in their resource management goals. I also allowed them the opportunity to be creative and have their ideas heard. I worked to form strong and effective relationships with other agencies and stakeholders, and I am proud of how much we have improved those relationships. I made worklists, set timelines, organized meetings, mentored employees in their current positions and for future positions. I awarded exemplary work and tried to mentor and redirect behaviors that were not desired.

#### [Park Services Specialist, Stephen Foster Folk Culture Center State Park](#)

04.15.2013-06.15.2015

I managed and coordinated a volunteer program of more than 400 for Stephen Foster, Big Shoals and Olustee Battlefield Historic State Parks. I created and organized trainings for volunteers and staff. I worked closely with our CSO. I assisted in setting, planning and accomplishing our parks resource management goals. I was active in prescribed fire at my park and other D2 parks. I was active in the removal of invasive plants and helped all three parks complete 100% of their annual invasive plant removal goals. I inputted resource management data and ensured that the MAR report was completed each month. I ensured that all volunteer folders were complete and that our volunteers received recognition, and award nominations. I created and held numerous ranger programs and created and organized new events for SFFCCSP and BSSP. I also earned the STAR award with the help of my peers and supervisors!

#### [Park Ranger, Lake Manatee State Park](#)

11.11.2011-04.15.2013

I was a part of the burn team, operated a deuce and a half, ran a chain saw, and drove various sizes of tractors. I burned at our park and other area parks in District 4. I also was a part of the invasive plant removal team and assisted Americorps. I organized the herbicide shed and prepared work sheets for the correct mixing rates and chemicals for specific invasive species. I opened, closed and patrolled the park, collected and recorded fees, provided customer service, created new ranger programs, I did outreach, and helped to run and coordinate events. I created and implemented safety trainings, cleaned and maintained structures, boardwalks, kiosks and ground. I worked closely with the public. I also did landscaping, repaired plumbing and electrical problems, and organized and worked with volunteers. I was involved in FCO and OCO projects for the park. I also aided in

making our kiosks ADA compliant, made new heavy duty displays for our kiosks and created ADA trainings for our staff meetings. One of my safety trainings and one of my interpretive programs received acknowledgement in Tallahassee and word was sent to my Bureau Chief at the time.

#### OPS Park Ranger and Facilities Service Specialist, GTNMERR

9/2008-11/2011

As an OPS Park Ranger, I was responsible for the general maintenance of the park to include, cleaning, landscaping and repairs. I also opened, closed and patrolled the Reserve as well as our three beach access lots. I also helped to set up, tear down and work events. I worked very hard on invasive plant removal projects both inside and outside of the Reserve. As the OPS Facilities Services Specialist, I was responsible for vehicle logs and fuel receipts, collecting bids for various services, safety inspections, inventory, and purchasing. I also cared for our aquarium and the animals in our educational lab that was used for "Creature Feature." I assisted on programs and did outreach. I met with contractors to collect bids and worked with them while they were on site to make sure things were progressing and that no materials were left behind.

#### Summer Camp Counselor and Maintenance Team, Marineland

6/2008-11/2011

I worked with Children educating them on Marine life and on conservation. We played games and did activities all related to ocean and wildlife conservation. I was also a part of the maintenance team on weekends for wedding event set up and tear down.

#### Special Education Aide, Trumansburg Elementary School

9/1999-3/2001 and again from 9/2006-5/2008

I started in September of 1999 and then took a break when my daughter was born. I went back in September 2006 when my daughter started Kindergarten. During that break, I had a small daycare watching the young children of two of the schoolteachers.

As a Special Needs Aide, I worked one on one, and in a group setting with children that had various needs including; traumatic brain injury, down syndrome, accessibility needs, autism and emotional needs. We had a morning routine and circle time that we would do as a group as well as life skills and activities like cooking or art. We would also integrate into a regular classroom for some of the projects and field trips, and for extracurricular activities like art class, music and physical education. We also integrated at lunchtime and recess. I would work one on one with my assigned child to assist them in getting schoolwork done, to help them to learn in a way that best suited their abilities, and to help them with using the restroom and with mobility issues if needed. During lunch, recess and extracurricular classes, I worked to be the link to create friendships and inclusion by being a part of the fun. We would join in on a tag game, or I'd find myself crawling around on the playground structure and going down a slide. These children had a variety of needs, and each

child was unique, so I had many experiences that ranged from complete meltdowns to huge successes that were life changing for me. What I learned is that everyone just wants compassion, dignity, respect and to belong. It was a great experience.

## **Education**

### **Empire State College**

BA in Biology and Animal Behavior

Other relevant trainings

S130/S190, S212, S215, S290, Florida Fuels and Weather, Engine Academy, Portable Pumps, Prescription Writing, DEP Boating Certification, DEP Canoe and Kayak Training, Pesticide Safe Handling, Sea Turtle Patrol and Nest Evaluation Training, ATV Operation through the ATV Training Institute, Ranger Academy #75 and Supervisor's Boot Camp/POP Training, Certified Interpretive Guide Training

## **References**

Ben Faure, Bureau Chief of Land Management Operations for the North Florida Water Management District and Former Assistant Bureau Chief, Bureau of Parks District 1-(850) 624-0722

Manny Perez, Park Manager III, Stephen Foster Folk Culture Center State Park-(386) 867-7637

Lt. Clay Huff, FWC, North Central Region, Area Patrol Supervisor-(386) 623-1522 or (386) 758-0525