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Roberta L. Sinclair

Education:

University of New Hampshire, Durham, NH

- Candidate for B.S. in Kinesiology: Sport Studies
- Minor in American Studies
- University Honors Student

Experience

Club Softball Team Founder, Officer and Member Fall 2000-Present

University of New Hampshire, Durham, NH

- Established and founded club team in the fall of 2000
- Served as a club officer from Fall of 2000 to May of 2002
- Managed all fundraising activity
- Created yearly budget
- Formed all equipment and purchase orders
- Attended weekly club officer meetings and yearly officer training
- Organized and conducted semester club organizational meetings
- Participated in running youth clinics
- Served as the teams catcher

Freshman Camp Executive, September 2001-September 2002

(Freshman Camp Counselor, January 2000-August 2001)

University of New Hampshire, Durham, NH

- Organized and conducted a four day orientation camp for 200 freshman and 65 staff
- Interviewed and selected staff
- Conducted all staff training and team building activity
- Organized and ran weekly 2 hour meetings for staff from January to May
- Created two face books and registration brochure
- Recruited and registered campers
- Organized and participated in all fundraising activity

Athletic Department Intern, September 2002-Present

Oyster River High School, Durham, NH

- Served as game director
- Scheduled games, transportation, and officials
- Scored, announced and officiated athletic contests
- Assisted in creating the 2003-2004 Athletics Budget
- Purchased equipment and supplies
- Communicated with coaches, student athletes, boosters, faculty and staff
- Attended Class I Athletic Director and New Hampshire Athletic Director Association meetings
- Served as search committee member and interviewer for boys varsity tennis coach

Program Director, Summer 2003 (Summer Staff Member 1997-2002)

YMCA Camp Coniston, Grantham, NH

- Supervise, Schedule, Evaluate and Train 70+ Staff Members
- Conduct all scheduling and programming for 322 campers per four, two week sessions
- Management of a Scheduling System: EZ-CAMP
- Work as a member of the camp administrative team
- Previous Positions Held: Program Area Director, Leader In Training Chaperone, Softball Coach, Lifeguard, Division Leader, Campfire Director, Senior Cabin Counselor

Substitute Teacher, February – May 2003

Oyster River High School, Durham, NH

- Subjects subbed for too date: English, Mathematics, Physical Science, Chemistry, and Spanish

Tournament Director, 2001 and 2002

Winnisquam Regional High School Holiday Wrestling Tournament, Tilton, NH

- Served as tournament announcer and supervisor
- Completed all match bout sheets and individual weight brackets
- Compiled all individual and team scores

Softball Coach (volunteer), March – May 2003

Oyster River High School Varsity and JV Softball Teams, Durham, NH

- Specialize in working with pitchers and catchers
- Work with defense on special plays and situations
- Conduct basic hitting, throwing, infield and outfield drills
- Serve as game assistant coach when needed

Assistant Coach (volunteer), April – May 2000

Exeter High School Varsity Softball Team, Exeter, NH

- Specialized in working with catchers
- Conducted basic hitting, throwing, infield and outfield drills
- Served as first base coach

Computer Skills

- Windows 98 and 2000, Word, Excel, SPSS
- Outlook, Windows Internet Explorer

References

John Tilley, Executive Director

YMCA Camp Coniston
PO Box 185
Grantham, NH 03753-0185
(603)-863-1160
info@coniston.org

Carol Gephart, Athletic Director

Oyster River High School
55 Coe Drive
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(603)-868-2375 ext. 311
cgephart@orcsd.org

Dr. Stephen Hardy, Professor

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Employer

Internship Supervisor

Professor and Advisor

