

## **Ohemeng Kyeremateng**

Address: [REDACTED]

Mobile: [REDACTED]

Email: [REDACTED]

### **OBJECTIVE**

Innovative and strategic Certified Parks and Recreation Executive with over a decade of progressively responsible experience in municipal recreation leadership. Proven success directing multimillion-dollar budgets, capital improvement projects, inclusive programming, and high-performing teams. Adept at securing grant funding, developing public-private partnerships, and advancing equity-driven initiatives across diverse urban communities.

### **EDUCATION**

#### **Master of Business Administration (MBA) Management**

Fitchburg State University, December 2019

#### **Bachelor of Science in Sports and Leisure Management**

Eastern Connecticut State University, May 2017

#### **Associate of Science in Sports and Exercise**

Manchester Community College, May 2015

### **CERTIFICATIONS & MEMBERSHIP**

- National Recreation and Parks Association Revenue Management School Graduate.
- Director at Large for Connecticut Parks and Recreation Association
- Advisory Board Member for Connecticut Children's Office for Community Child Health
- Certified Parks and Recreation Executive 9/25
- National Parks and Recreation Member
- Connecticut Recreation & Parks Association Member
- Massachusetts Recreation and Parks Association Member
- Certified Pool and Spa operator
- ServSafe Food Protection Manager Certification
- American Red Cross CPR
- American Red Cross AED
- American Red Cross First Aid

## **RECREATION AND PROGRAMMING EXPERIENCE**

### **City Of Hartford, CT**

#### **Deputy Director of Recreation (June 2023 - Jan 2025)**

- Directed division-wide strategy and operations for municipal facilities, parks, aquatics, and community programs, ensuring alignment with organizational goals.
- Planned and coordinated neighborhood recreation initiatives in collaboration with city departments, schools, civic groups, nonprofit organizations, and community partners.
- Managed capital and operating budgets exceeding \$10M; partnered with the City's Finance Department to develop, implement, and monitor budgets, ensuring fiscal responsibility and adherence to targets.
- Supervised, trained, and evaluated 200+ part-time and 10+ full-time union employees; led performance management processes and oversaw labor relations.
- Oversaw the delivery of high-quality programming across all Hartford community centers and athletic fields; spearheaded the development of strategic partnerships, specialized initiatives, and volunteer engagement opportunities.
- Represented the department and city administration in media appearances, press events, and other public-facing engagements.
- Determined recreation program offerings by assessing community needs, market trends, and stakeholder input, ensuring alignment with the Mayor's strategic vision.
- Acted as liaison to elected officials, advisory boards, and community stakeholders, ensuring transparency and accountability in departmental operations.
- Collaborated with city leadership to develop policies and long-term strategic plans that enhance service delivery, equity, and sustainability in parks and recreation operations.

### **City Of Hartford, CT**

#### **Community Recreation Counselor (Aug 2021 - June 2023)**

- Supported the Director in overseeing the management and maintenance of community centers, swimming pools, sports fields, playgrounds, and parks. Collaborated with the Department of Public Works to address minor repairs, ADA compliance, and capital construction projects.
- Managed the department's grant portfolio, including identifying opportunities, preparing proposals, and administering grants for youth development, job readiness, and other community improvement programs.
- Represented the department at National Recreation and Park Association (NRPA) training, conferences, and local professional events; maintained up-to-date knowledge of industry trends and best practices.
- Conducted data analysis using recreation management software; leveraged insights to evaluate program performance and recommend enhancements to offerings.
- Served as a volunteer for local and national boards and advocacy groups, contributing expertise and advancing the mission of parks and recreation.
- Built and strengthened relationships with community members and grantor agencies; facilitated partner meetings to coordinate youth-focused initiatives with neighborhood, social service, and community-based organizations.

## **Town of Brookline, MA**

### **Recreation Leader** *(Dec 2017 - Sept 2020)*

- Managed profitability for the Outdoor Ice Rink and Indoor Aquatics Center by implementing targeted sales strategies and optimizing operational efficiency.
- Assisted in strategic planning and recreational programming for a public golf course, including preparations for the 2022 U.S. Open.
- Secured contracts with outside vendors and successfully rented facility spaces for high-profile clients, commissions, and local businesses.
- Designed, planned, coordinated, and implemented a wide range of recreation, leisure, athletic, and educational programs serving a community of 63,000 residents.
- Directed hiring, scheduling, training, and supervision of part-time and full-time staff, with team sizes ranging from 4 to 60 employees depending on program or facility needs.
- Performed key administrative functions, including payroll processing, customer service oversight, and purchase order management.
- Coordinated with the Public Works Department to ensure proper maintenance of facilities, parks, fields, and buildings.
- Advised on and contributed to the development of departmental goals, objectives, strategic plans, and policy initiatives.
- Prepared and presented the Parks and Recreation budget to municipal leadership; monitored expenditures and revenues to ensure compliance with fiscal targets.

## **Town of Windsor, CT**

### **Recreation Program Manager** *(Sept 2010- Dec2017)*

- Led the implementation of National Recreation and Park Association (NRPA) Accreditation standards, ensuring compliance with national benchmarks.
- Directed capital improvement projects from concept to completion, including facility renovations, park enhancements, and new construction.
- Monitored and enforced compliance with safety regulations, risk management protocols, and ADA accessibility standards across all facilities and programs.
- Established performance metrics and reporting systems to evaluate program effectiveness and operational efficiency.
- Represented the department at national and regional conferences to promote programs, exchange best practices, and enhance professional networks.
- Served as Aquatics Director, overseeing the planning, supervision, and administration of aquatic programs at Windsor's indoor and outdoor pools.
- Collaborated directly with the Director of Recreation to plan and implement facility improvements and capital upgrades.
- Coordinated and executed large-scale, citywide events and festivals, attracting thousands of attendees and fostering civic pride.

## **- References -**

Paul Norris, Director of Recreation & Leisure Services, Town of Windsor  
599 Matianuck Ave., Windsor CT 06095  
[REDACTED]

Kristina Baldwin, Director of Families, Children, and Youth. City of Hartford,  
550 Main St, Hartford, CT, 06103  
[REDACTED]

Courtney Hewitt, Director of Recreation, Town of Plainville,  
50 Whiting Street, Plainville, CT 06062  
[REDACTED]

Tim Davis, Director of Recreation, Town of Brookline,  
133 Eliot St, Chestnut Hill, MA 02467  
[REDACTED]

Ryan Kane, Recreation Director, Town of Concord  
90 Stow Street Concord, MA 01742  
[REDACTED]

Leigh Jackson, Director of Recreation, Concord, MA  
498 Walden Street, Concord, MA 01742  
[REDACTED]

Richard Henderson, Assistant Recreation Director, Town of Windsor  
599 Matianuck Ave, Windsor CT 06095  
[REDACTED]

Debbie Anderson, Assistant Recreation Director, Town of Dedham  
269 Common St, Dedham, MA 02026  
[REDACTED]