

DONNA G. TRAFFORD, CPRP  
155 Cotillion Circle  
Tallahassee, Florida 32312  
(850)893-1968  
[tntnoles@embarqmail.com](mailto:tntnoles@embarqmail.com)

**EDUCATION:**

Masters of Sports Administration, St. Thomas University, Miami, FL (1985)  
Bachelor of Science, Leisure Services & Studies, Florida State University (1981)

**PROFESSIONAL COLLEGE EXPERIENCE:**

Adjunct Professor	2005 – 2010	Florida State University
Admissions Coordinator	2003	Florida State University

**College Instruction:**

Developed course syllabi, lesson plans and taught the following classes to up to 48 students per semester:

“*Recreation Program Design*” (LEI 3435) this course is designed to facilitate the understanding of principles and methods of recreation program design and operation. Students apply the processes of goal and objective technology and selection of sequencing activities in creating a program design within recreation and leisure services.

“*Applied Recreation Programming*” (LEI 3403) this course was the practical lab to LEI 3435, Recreation Program Design. Students design and physically implement a recreational program.

“*Event Planning*” (LEI 4932) this course encouraged students to develop the skills to be able to produce a successful special event from beginning to end. It focuses on the planning and operations of various types of events.

**Admissions Coordinator:**

Reviewed College of Education and Recreation Management applications as well as student transcripts to ensure students meet eligibility requirements for the program. Interviewed and recommended students for acceptance. Mapping of individual course sequence for all accepted students. Completed and compiled all related paperwork.

**College Internship Program:** Developed and administered undergraduate college intern program for the City of Plantation Parks and Recreation Department. Participating colleges: University of Florida, Florida International University and Kent State University.

## **PROFESSIONAL WORK EXPERIENCE:**

Superintendent of Facilities	1997 – 2005	City of Plantation
Parks and Recreation Supervisor	1989 – 1997	City of Plantation
Supervisor of Centers	1985 – 1989	City of Plantation
Special Projects Coordinator	1985 – 1988	Six Flags Atlantis
Recreation Specialist	1982 - 1985	City of North Miami Beach

**Facility Management:** Management of five various recreation facilities and additional summer recreation facilities. Supervised the building process of two of said facilities. Supervised all recreation classes, summer recreation program, scheduling of facilities and special events. Responsible for the upkeep and monitoring of recreation registration computer program. Department liaison to City emergency management team and technology department. Grants administrator for Broward County Arts grant, CDBG grant for Senior Functional Fitness and CDBG grant for Educational Tutorial program.

Responsible for the supervision of 60 year round full and part-time employees and 100 additional summer recreation employees ranging from custodians to managers.

**Six Flags Atlantis:** Performed all facets of personnel work, including hiring and training. Facilitated special event planning for park employees and their families; ticket sales; and park security.

## **PROFESSIONAL ORGANIZATIONS & LEADERSHIP POSITIONS**

Florida Recreation & Park Association

State Vice President of Professional Development 2005 - 2008

District Director 2002 – 2004

State Conference Committee 2000

State Conference Committee 1996, 2002

Ways and Means Chair

Past Educational Chair

Mini Conference Committee 1987, 1989

Founder & coordinator of Tri-District Vendor Expo 2000 -2003

NRPA member 2003

Honda Golf Classic: Admissions Official 1998 – 2002

## **STATEWIDE PRESENTATIONS**

“Special Events 101” FRPA Southeast & Central Region Mini Conferences 2004  
“It Starts in Parks” Southeast Region Meeting 2006  
“Make Sure the Wheels on the Bus Still Go Round and Round – Creating and Maintaining a Great Summer Rec Program” FRPA State Conference 2004, FRPA Northern Region Mini Conference 2005  
FRPA Summer Recreation Tri-District Round Table – Coordinator & Facilitator 1998, 2000, 2002

## **PROFESSIONAL AWARDS**

FPPA District Service Award 1999, 2001, 2005  
Mayor’s Special Service Award 2003  
Broward Community College Recreation Impact Award 2002

## **CONTINUING EDUCATION HIGHLIGHTS**

“Let Me See Your Body Talk” FRPA State Conference 2010  
“Creative Marketing” FRPA State Conference 2010  
“Continuing A Legacy” FPPA State Conference 2010  
“Psychology of Winning” FRPA State Conference 2008  
“7 Megatrends Shaping Our World” FRPA State Conference 2008  
“Stress Management” FSU Continuing Education 2008  
“Homeland Security for FSU Faculty” FSU Continuing Education 2008  
“Sustainable Practices for Leisure Services Agencies” FRPA State Conference 2007  
“Recreation around the World” FRPA State Conference 2007  
“Managing Risks in Parks and Recreation” FRPA State Conference 2007  
“Sign Language & Communication Skills” FSU Continuing Education 2006  
“The Hero in You” FRPA State Conference 2006  
“It Starts In Parks” FRPA 2006  
“Nutrition Education Initiative” FSU Continuing Education Center  
“Nature Based Education” FRPA 2005  
“The Hip-Hop Generation-Y” FRPA 2004  
“Leadership – Rudolph Guliani Style