

SHAWNA HARTUNG
5461 NW BURNING TREE CT • PORTLAND, OR • 97229
SHAWNAHARTUNG@GMAIL.COM

PROFESSIONAL EXPERIENCE

Trackers Earth (April 2022 - present)

Youth to Work Manager

- Develop the Trackers Youth to Work program: process, policy, education, recruitment, performance management, opportunity development, metrics, schedule management, outreach, and retention.
- Oversee and manage teens/interns working in summer, after school and evening programs
- Develop coaching plans for youth throughout their journey with Trackers Earth
- Train and onboard Interns

Willowbrook Arts Camp (April 2021 - March 2022)

Program Director

- Plan, manage, and evaluate K-12 summer camp and year-round youth programs.
- Hire, supervise, support, and evaluate 100+ camp staff ages 14+.
- Direct special events and lead efforts for COVID-19 mitigation.
- Develop and track program budget and submit monthly director reports.

Tualatin Hills Park & Recreation District (2016 - March 2021)

Program Coordinator

- Plan, coordinate, and implement education programs for all ages, including summer camp, special events, community engagement, adult and family programs.
- Recruit and evaluate part-time employees, provide training, and motivate staff.
- Monitor and evaluate program effectiveness; develop program goals, policies and procedures; prepare reports on program operations.
- Manage program budget and authorize expenditures.

Sauvie Island Center (2013 - 2016)

Education Manager

- Plan, organize, manage, and administer youth education programs and special events.
- Hire, supervise and evaluate seasonal program staff and interns.
- Recruit, train and lead a team of volunteer educators and college capstone students.
- Assist in preparing budget and grant proposals; authorize program expenditures.

Metropolitan Family Service (2012 - 2013)

Community School Program Coordinator

- Coordinate year-round elementary-age after school program.
- Supervise and support staff, students, and volunteers.
- Manage budget and program database.

Portland Parks and Recreation (2012)

Environmental Educator

- Plan, develop, and deliver youth education programs.
- Support teen volunteers and interns.

Oregon Zoo (2011)

Conservation Educator (Seasonal position)

- Develop and present conservation education programs for all ages.
- Train and mentor ZooTeen Naturalists.

University of Washington Botanic Gardens (2000 - 2010)

Program Supervisor/Program Assistant

- Recruit, train, and evaluate staff, interns, and volunteers.
- Plan, develop and implement adult, youth, family and school programs.
- Coordinate stewardship activities for middle and high school students.
- Collaborate with families, teachers and advisory committees.
- Manage program budget and grants.
- Represent UWBG at public meetings, conferences and workshops.

Youth Advocates (2000 - 2002)

Youth Worker

- Supervise and support diverse youth ages 11-17 in a five-day crisis shelter.
- Mentor youth in life skills and job readiness.

Counseling Center of Milwaukee (1997 - 2000)

Youth Supervisor

- Supervise and support diverse youth ages 11-17 in a two-week crisis shelter.
- Mentor youth in life skills and job readiness and facilitate group therapy sessions.
- Collaborate with social workers, families, and community organizations.

EDUCATION

Portland State University (2022)

Nonprofit and Public Management Graduate Program

University of Washington-Seattle (2000 - 2009)

Post-baccalaureate course work

- Professional courses in program management, conflict resolution, and life sciences

University of Wisconsin-Milwaukee (1995 - 2000)

Bachelor of Science, School of Social Welfare

- Youth, Family and Community Focus

SPECIALTY SKILLS AND TRAINING

Racial Justice for a Re-imagined World: Center for Diversity and the Environment (2021)

Restorative Justice Training for Leaders: Camp Stomping Ground (2021)

Adult and Pediatric First Aid/CPR Certification: CPR Lifeline (2021)

Certified Nature and Forest Therapy Guide: ANFT (2021)

Wilderness First Aid Certification (2021)

Youth Work Certificate: University of Wisconsin-Milwaukee (2000)