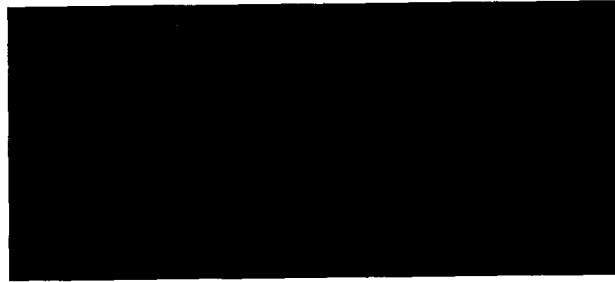


ZACHARY Z. HELM



EDUCATION: John F. Kennedy Memorial High School, Seattle, Washington
[REDACTED]
Wenatchee Valley Junior College, Wenatchee, Washington
General Studies [REDACTED]
Central Washington State University, Ellensburg, Washington
Bachelor of Arts Degree in Leisure Services & a Minor in
Psychology [REDACTED]

WORK EXPERIENCE:

12/13 – Current Retired from County of Maui; Molokai District,
Department of Parks & Recreation
6/82 – 12/06 & District Supervisor III, Department of Parks & Recreation
1/2/11-12/31/13

Supervises the operation and maintenance of parks and recreational facilities, equipment and recreation programs. Develops, plans, and oversees the implementation of recreational programs for all age groups. Prepares and maintains budget and expenditures of all district and keeps records of all programs and prepares reports for all program activities : receives estimates for planned projects, equipment and supplies and grant awards based on cost, quality, and other factors. Assist in the recruitment, hiring, and training of staff and volunteers. Assist in review and and evaluation of existing programs and activities and make recommendations for changes and improvement. Assist in the coordination and conducting of service

training for staff, conducts the evaluation of work performance and makes recommendation for necessary corrective personnel actions. Assist in the development of departmental program goals and objectives and program policies and procedures.

1/2/07-12/10

Deputy Director, Department of Parks & Recreation, County Of Maui; 700 Hali'a Nakoia Street, Unit 2, Wailuku, HI 96793


Assist the Parks & Recreation Director of the County of Maui

Recreation Department. Performs advanced professional and Administrative work requiring management, supervisory, and Analytical skills as well as knowledge of Parks & Recreation Programs and operations. Provides direct supervision to all divisions within the department. Duties are performed under the managerial direction of the Parks & Recreation.

Coordinates division needs with Financial and Management Services, Human Resources and other departments in the County. Expedites services for all divisions within the Department. Researches and analyzes data and information related to the programs and activities of the divisions as well as those proposed by the divisions. Represent the Parks & Recreation Department and the Director on various occasions and serves in a variety of internal and external committees. Acts in the absence of the Director.

Prepares written and oral reports for action by the Director. Attend committee hearings with the Maui County Council when necessary on Budget proposals, budget deliberations, resolutions, amendments, and other departmental related proposals. Conducts and supervises a wide variety of special projects in the Department including policy analysis and development, program and facility development, and customer service enhancement.

Responsible for the planning, development, and daily operation of Parks & Recreation facilities. Works with staff in daily operational decisions and forecast long-range planning needs to meet requirements of the County's approved Comprehensive Plan. Works closely with Parks staff to determine, recommend, and enforce Public facility policies and operation of the Parks & Recreation facilities which are in the best interest and safety of our citizens using recreational facilities. Listen to concerns from staff and the community. Work with staff and community organizations to ensure the programs and operation of our parks and facilities are meeting their needs. Ensure that staff and county resources are being used wisely related to software and hardware acquisition and operation. Works with Divisions and Parks and Recreation staff to ensure network security. Personnel issues are addressed in a timely and appropriate manner. May also assist in the development and operation of the employee orientation, training, and recognition programs. Oversees staff with timely development and implementation of the Department's annual operating Budget. Assist with the establishment and enforcement of regular Expenditure and revenue reporting and forecasting. Provides direction for needed budget adjustments, transfers, and requests. Ensures that programs and services being offered are responsive to the community, adults and youth, and citizens with special needs. Assist staff in evaluating required programs, services and their appropriate fees and charges. Work closely with Youth staff (Summer PALS) and organizations to confirm networking with the County of Maui, Community, and State agencies to provide effective programs and services. Oversees operation (Budget) and supervise the County Municipal Golf Course. Performs work safety in accordance with the Federal, State and County safety procedures.



1/3/██-3/31/██ **Youth Program Specialist, Alu Like Inc., Kaunakakai**

Assist in the implementing of training projects at the Island Center level to meet Employment and Training objectives for Hawaiian youths. Through contact with public and private sector agencies, organizations, and institutions, develops potential employment and training sites for participants. Assists training sites in completing required paperwork. Assist Employment and Training Program applicants in completing required program intake and eligibility determination forms. Provides program related counseling to participants as needed. Maintains and submits accurate reports to Supervisor.

████████████████████

Facilitator for Most In Need, Youth (ages 14 – 16 years)

Plans, organize, coordinates and facilitates program and Activities for target age group. Develop and implement programs/activities at various districts on island for target age group. Partnership with local, State and County agencies such as the Department of Education, Department of Health and County of Maui Department of Parks & Recreation. Provides individual and group counseling, Tutoring, and leadership development.

████████████████████

4/5/██-10/10/██ **Program Director, Boys and Girls Club of America, Federal Way, Washington**

Direct the club wide operations of a broad range of programs Such as Education, Character and Leadership Development, Social Recreation, Arts & Crafts, organize Sport and Physical

Education with broad oversight of program activities. Plans, develops, oversees implementation and supervises programs and program staff, and performs related administrative duties. Oversees the provision of day-to-day program activities in accordance with established standards and goals. Ensures that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s). Demonstrates leadership to assure conduct, safety and development of members. Participates in the development, implementation and monitoring of Club's annual budget, ensuring that the club wide programs activities are operated within established budgetary guidelines. Recruit, select and manage assigned staff and volunteers, ensuring productive and effective performance. Provide ongoing feedback and regular appraisal, identify and support professional development opportunities. Oversees proper record keeping and reporting including activities and events conducted, breakdowns or daily participants figures, notable achievements and any problems and issues.

████████████████████

3/1/██-6/15/██

Sales Representative for Hawaiian Airlines, Seattle, Washington

Provide Hawaiian music for Travel Agents and Airline Representatives around the Pacific Northwest.

10/██-2/██ &
2/14/16-4/16

Certified Basketball Official
Officiate Maui Interscholastic League Boys & Girls Varsity Basketball.

1/10/█-Present Professional Musician/Entertainer/Owner

Performs at local establishments on islands as a singer/
acoustic guitar specialist with a five-piece band. Provides
music and entertainment for customers at local establish-
ments on island.

**2004 – 2007 Producer/Agent/Promoter/Arranger/Musician for
Raiatea Helm Records.**

Produced (2) recordings. Received numerous awards.
Grammy Nominee for albums “Sweet and Lovely” and
“Hawaiian Blossom”. Captured six Na Hoku Hanohano
Awards. Travelled to Japan, China, California, Washington
State, and New York promoting Raiatea Helm’s music
and promoting Hawaii.

**BOARDS &
COMMISSIONS**

Department of Liquor Adjudication Board Member County
of Maui – 11/3/15 to Present
Liquor Commission Board Member, County of Maui,
Department of Liquor – 2003 – 2007
Kalama’ula Hawaiian Homestead Association – President
1998 – 2006
Friendly Isle United Way Board Member – 2001- 2003
Molokai Catholic Community Council Member – 2000-2003
Kamehameha Schools ATP (Association of Teachers & Parents)
for Molokai. President – 1998-2001
Molokai Little League Association – Vice President 1994-96
Salary Commission for Office of Hawaiian Affairs (OHA)
1996-98

**COMMUNITY &
VOLUNTEERISM**

Community Work Day Program Coordinator – 1995-2000
Manager/Coach – Molokai Little League Association Juniors

(13 – 14 yrs.) and All-Star Team 1994 – 95
Maui County Parks & Recreation Youth Basketball Head
Coach 1988 – 1998

**PERSONAL &
INTEREST**

Farming, raise Poultry for eggs, swine, Landscaping,
Golfing, Travelling and Sports Enthusiast.

REFERENCES

