

CITY OF GREEN RIVER
CITY COUNCIL MEETING
Agenda Documentation

Preparation Date: October 3, 2016	Submitting Department: Legislative
Meeting Date: October 18, 2016	Department Director: Mayor Rust
	Presenter: Mayor Rust

SUBJECT:

Appointment to URA/Main Street Board

BACKGROUND/ALTERNATIVES

Mayor Rust recommends the appointment of Nicole Johns for a one (1) year term terminating on November 2017.

ATTACHMENTS:

Nicole Johns volunteer application form.

FISCAL IMPACT:

n/a

STAFF IMPACT:

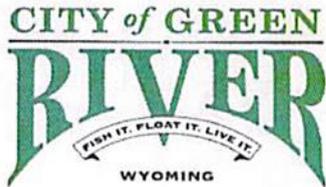
n/a

LEGAL REVIEW:

n/a

SUGGESTED MOTION:

I move to confirm the Mayor's appointment of Nicole Johns to a one (1) year term terminating November 2017.



BOARDS – COMMISSIONS – COMMITTEES
VOLUNTEER APPLICATION

YOUR CONTACT INFORMATION

NAME Nicole Johns
MAILING ADDRESS 230 East 2nd North
STREET ADDRESS 230 East 2nd North
CITY & ZIP CODE Green River WY 82935
PHONE(S) 210 632 8878
E-MAIL ADDRESS mnsjohns@gmail.com

AVAILABILITY

Indicate your availability for volunteer service

Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

AREAS OF INTERESTS

BOARD OF ADJUSTMENT JOINT POWERS TRAVEL AND TOURISM BOARD
 BUILDING CODE BOARD OF APPEALS JOINT POWERS WATER BOARD
 COMMUNITIES PROTECTING THE GREEN RIVER PARKS AND RECREATION ADVISORY BOARD
 GOLDEN GENERATION ADVISORY BOARD PLANNING AND ZONING COMMISSION
 GREEN RIVER ARTS COUNCIL SWEETWATER COUNTY BOARD OF HEALTH
 GREEN RIVER MAIN STREET TREE ADVISORY BOARD
 HISTORIC PRESERVATION COMMISSION URBAN RENEWAL AUTHORITY
 JOINT POWERS TELECOMMUNICATIONS BOARD UTILITY BILLING REVIEW COMMITTEE

SPECIAL SKILLS OR QUALIFICATIONS

Summarize the special skills and qualifications you have acquired from employment, previous volunteer work, and other activities including hobbies or sports. Optional: attach letter and résumé.

For past 3 years served on UCA sport board as well as the PTO.
On my spare time I work on my novel as well as run my photography business.
I regularly volunteer at the Animal shelter and Food Bank.

SIGNATURE Nicole Johns
DATE 9/22/16
(Applications held for 6 months)

For Office Use Only
Appointment Date _____
Board _____

TERMINATIONS - 11-2017

SCANNED

RECEIVED

OCT 03 2016

**Nicole Johns
230 East 2nd North
Green River, WY 82935
210-632-8878
mnsjohns@gmail.com**

Please accept application and resume for the board position that is open on the URA/Main Street Board. I am confident that my previous work experience, strong work ethic, eager attitude, high attention to detail and communication skills make me a perfect candidate for the board seat.

I have previous experience being on a board. For 3 years I was Marketing Director of a National Sports Organization in Texas and also the Secretary and Community Service Chair on my children's PTO. While my time on the both boards I loved being out in the community and engaging with the people. I regularly volunteered at the San Antonio Animal Shelter, Food Bank, and Clean Up the Parks group.

While I enjoyed living in San Antonio I am thrilled to have returned to my hometown and want to help make our beautiful city even better. Growing up in Green River gives me the background to understanding the community and the people that live here.

As a freelance photographer and author I gained experience working as a self starter and meeting deadlines. I believe that my experience and skills will be a benefit to our community.

Thank you for taking the time to look over my application and resume and I look forward to meeting with you.

Sincerely,

Nicole Johns

Marya Nicole Johns

230 East 2nd North
Green River, WY 82935
210-632-8878
mnsjohns@gmail.com

Objective

To obtain a position that will enable me to utilize my strong organizational skills, educational background, and ability to work well with people.

Qualifications

- Able to relate well to the public, very personable and good on the telephone.
- Diplomatic, tactful, creative, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Strong ability to work effectively with multiple supervisors.
- Capable and practiced in handling complex and multifaceted tasks.
- Extremely knowledgeable with clerical tasks and time management.
- Well-versed in Windows, Microsoft Office, desktop publishing, and database management.
- Served as Marketing Director for 3 years on National Youth Sports Organization.

Education

Western Governors University
Salt Lake City, UT
Interdisciplinary Education
2010-2013

Western Wyoming Community College
Rock Springs, Wyoming
Elementary Education
2002-2007

Work Experience

Nicole Johns Photography, Photographer
Freelance

August 2013-Present

- Responsible for photographing, printing photos, accounting, and customer service.
- Building and maintaining relationships with prospective and current clients.
- Scheduling appointments and photo shoots.
- Ordering supplies and maintaining office supplies and photographic needs.
- Correct color of pictures and remove unwanted anomalies/objects.
- Equipment set up and take down.
- Logistics (researching and getting approval) of planning and scouting locations.
- Write and maintain contracts to include estimates, invoices, releases, and property releases.

Head Start Preschool, Teacher

Rock Springs, Wyoming

August 2007-June 2009

- Guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom.
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children.
- Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment, completed as per IMSHS procedure.
- Use home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations;
- Meet bi-weekly with director and coordinators to exchange information pertinent to the identification and services of children with disabilities.
- Meet with the mental health consultant monthly to discuss mental health needs of children.
- Guide children's acquisition of social skills.
- Attend staff training and meetings, and board and parent meetings as requested;
- Works with Teachers, Teacher Assistant and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities.
- Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
- Assist in recruiting and orienting volunteers, providing them with guidance as needed,
- Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, time sheets, meal reports etc.

Krazy Moose, Server

Green River, WY

November 2006-June 2009

- Greet guests and accompany them to their tables
- Serve food and beverages
- Take necessary action to resolve any complaints
- Stock service areas with supplies; coffee, food, tableware, and linens

School District #2, Transportation

Green River, Wyoming

November 2006-May 2008

- Assist students and teachers off and on the bus
- Provide information on safety measures to be taken into account
- Maintain fluid levels in the bus and check for defects in the engine and tires
- Perform pre-trip and post-trip inspections
- Respond to inquiries from students and parents