

# Kimberly A. Swift

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*Summary of qualifications: Twenty-eight years of leadership experience in conservation & education; 25 years with the National Park Service at Indiana Dunes National Park; two contracts for U.S. Peace Corps as technical training coordinator and former Volunteer in Papua New Guinea; M.S. in Recreation & Park Administration; B.A. in Photojournalism.*

## Work experience

### **National Park Service—Indiana Dunes National Park**

Chief of Education—GS-1712-12—Full-time/40 hours per week

- Supervising 6 permanent staff in that division.
- Coordinating budget operations for the park and working with budget analysts to insure spending and reconciliations were in line with needs of the park and division.
- Assisting with strategic planning process for the park and facilitating portions of the manager's retreat.
- Managing diverse operational team including IT, workforce, budget, and acquisition.
- Developing and implementing a survey of the Business Zone parks which included interviews of participating superintendents.

September 2018 -Present

### **National Park Service—Indiana Dunes National Park**

Detail as Chief of Business Services: GS-17??-13—Full-time/40 hours per week

Worked under a 120 day detail as the Chief of Business Services. I oversaw the operation of that division and worked as one of a team of park managers. Duties included:

- Supervising 6 permanent staff in that division.
- Coordinating budget operations for the park and working with budget analysts to insure spending and reconciliations were in line with needs of the park and division.
- Assisting with strategic planning process for the park and facilitating portions of the manager's retreat.
- Managing diverse operational team including IT, workforce, budget, and acquisition.
- Developing and implementing a survey of the Business Zone parks which included interviews of participating superintendents.

November 2017-  
March 2018

- Managed all division activities for 120 days on two occasions including supervising staff, managing budgets, overseeing human resources and creating new products for the division.
- Worked alongside other chiefs in the park to manage operations of the park.
- Attended park management meetings and participated in all levels of management decisions.
- Represented the park with outside partners and organization.

1998-2017

**National Park Service—Indiana Dunes National Park,**

Supervisory Education Specialist—GS-1701-11:

- Performed liaison duties and nurtured partnership between NPS and the Indiana Dunes Environmental Learning Center; assisted in developing all levels of programming at the residential center.
- Wrote and edited numerous grant proposals; developed and administered budgets for grant projects; coordinated the implementation of numerous projects for National Lakeshore and IDELC.
- Coordinated the development of numerous residential and day use programs for all ages; coordinated a series of teacher training workshops focusing on various park themes.
- Supervised an education specialist, an education technician and a seasonal intern.
- Participated in three-week detail to Kampinoski National Park in Poland in 2002 providing expertise and assistance in education program and trail development.

2004 & 2009

**Northeastern Illinois University, Geography Dept., Chicago & Indiana University Northwest, Gary, Biology Dept.**

Adjunct faculty

- Taught one semester of a National Parks and Forest 300 level course at NEIU and one semester of 100 level Biology course at IUN.
- Developed syllabus, assignments and all materials used.

1995 - 1996

**U.S. Peace Corps--Kazakhstan & Solomon Islands**

Technical training coordinator:

- Designed and implemented technical training component for pre-service trainings for environmental work in Kazakhstan and rural community education in the Solomon Islands.
- Identified appropriate local resources for new trainees and worked in conjunction with in-country government and non-government organizations.
- Assessed trainee progress through formal interviews and recommended site placement.

1992 - 1995

**National Park Service--Indiana Dunes National Lakeshore  
Porter, Indiana**

Interpretive Ranger and Audio/Visual Coordinator:

- Designed, researched and conducted educational programs for general audience and preK-12 school groups on a wide variety of natural and cultural history topics.
- Coordinated audio-visual equipment for the park's interpretive division; photographed the park and its events for a variety of publications; maintained black-and-white darkroom.
- Liaison with media for park festivals and programs; wrote and edited press releases and other park publications; broadcast regular radio spots for park publicity.
- Supervised two Student Conservation Association resource assistants and acted as daily supervisor for visitor center when needed.

1992

**National Park Service--Shenandoah National Park  
Luray, Virginia**

Student Conservation Association Volunteer:

1989 - 1991

- Designed, researched and conducted environmental education programs for primary and secondary school groups.
- Assisted in designing and conducting teacher workshop for environmental education.

### **U.S. Peace Corps Volunteer**

#### **Tawa, Morobe Province, Papua New Guinea**

Community Development Extension Officer:

- Coordinated and supervised six staff members of community development project which focused on health, nutrition, agriculture and literacy concerns and served 13 remote villages.
- Trained local staff and community members in management of project in order for it to be self-sufficient and locally owned, including the management of a small business, record-keeping and enlisting community participation.
- Coordinated non-formal educational programs which trained local men and women to be village extension agents and teachers in basic health, agriculture and literacy.

## **Education**

1997

### **Indiana University--Bloomington, Indiana**

Master of Science in Recreation & Park Administration  
Emphasis in Environmental Education

1987

### **Western Kentucky University--Bowling Green, Kentucky**

Bachelor of Arts in photojournalism  
Minor in Spanish  
Graduated cum laude

1986

### **University of Madrid—Spain**

Two Spanish language classes taken in summer learning abroad program.

## **Professional Organizations**

- Chicago Area Peace Corps Association—RPCV group
- Co-chair of Education Organizing Committee of Chicago Wilderness
- North American Association of Environmental Education
- Environmental Education Association of Indiana
- Hoosier Association of Science Teachers, Inc.
- Founding member of Environmental Education Network of the Southern Lake Michigan Region