

SHELDON S. FLEMING



Professional Summary

I have over 40 years of leadership experience in the Green Industry, with a strong background in designing, managing and maintaining public green spaces.

SKILLS

- Excellent Leadership Abilities
- Horticulture Knowledge
- Arboriculture
- Agriculture Knowledge
- Excellent Team Player
- Communication
- Delegating
- Nature Play

WORK EXPERIENCE

October 2022 – Present

Naturalist Coordinator

Responsibilities of the position.

- Assists Director with recommending yearly budget expenditures for materials and supplies for department's nature operations.
- Works with the Assistant Director in day-to-day nature programming and with Operations Manager on beautification landscape projects
- Works directly with local garden clubs, community groups or internal nature and garden clubs to ensure department guidelines are followed.
- Creates and leads programming and education in forest ecology, botany, geology, fishing, bird watching and historical interactive programming.
- Acts as Department liaison with the Department of Natural Resources, EPA and other official organizations in the capacity of our ecosystem and helps prepare information for grants with these organizations.

- Specialize in teaching skill building courses such as: canoeing, archery, gardening, GPS, and team building courses.
- Greets customers, informs them of the nature opportunities and provides all necessary information as required.
- Inform pupils about environmental importance, observe and document wildlife and care for beautification projects.
- Plan, design and produce promotional materials which include brochures, newsletters and flyers for all nature programs; compose routine letters, reports, notes and memoranda.
- Perform emergency duties to protect human life, City property, and natural features of City parks.
- Responsible for storage and inventory of records related to position.
- Performs all other job-related activities as assigned.

June - 2020 – 2022

City of Stonecrest

Parks and Recreation

Operation Manager

Duties - Evaluate the work of the department's contractors and their crew.

- Supervises routine maintenance operations such as grass cutting, weed eating, court maintenance, maintaining chemical levels in pools, clean bathrooms, cleans pools, floors and minor repairs
- Coordinates with league and tournament directors, participants, and spectators
- Schedules usage of facilities, prepares and monitors usage agreements for facility rentals Responsible for the selection, supervision, work evaluation, discipline, training, and development of staff
- Assists Director in the organization and administration of the concessions operation and other revenue generating opportunities
- Assist Director in the development and administration of budgets for assigned parks and facilities, services and programs
- Assists Director in planning new parks and facilities and the renovation or redevelopment of existing ones
- Respond to and resolve inquiries and complaints related to the division's activities, operations, programming, projects and plans

- Acquire, maintain and dispose of equipment, vehicles and tools. Maintain equipment and vehicle inventory.
- Inspects and monitors playground equipment for compliance with safety regulations; oversees the installation and removal of park furnishings and equipment
- Analyzes programs' use patterns and performance compared to goals, reports the results and recommends improvements
- Ensures that department plans and programs complement agency goals and objectives
- Performs other related duties as assigned

2019 to 6-2020

City of Stonecrest,

**Parks and
Recreation**

Position: Lead Coordinator

Duties: Lead Park Ambassadors, Manage on Duty, ensuring professional performance by staff. Coordinating various aspects of department activities with Director and Operations Manager. Organizing, scheduling, and reviewing work of skilled vendors for projects department wide. Assisted with the programming of horticulture-based programs and development of gardening focused initiatives.

2016 to May 2017

**Truly Living
Well**

Horticulturist / Market Manager

Duties: Responsible for: Day-to-day operation that includes design, plant and maintain the grounds at the East Point office and the main farm location College Town. I am also responsible for managing the sale of all products sold retail and wholesale to restaurants and stores.

From: June 1995 to December 2014

Wonderland Gardens Inc. Decatur GA.
30034

Responsible for raising over \$500,000 in grants from grant makers such-as Arthur Blank Foundation, Georgia Power, Georgia Pacific, B. Wardlaw Family Foundation, Community Foundation and others.

Duties: Responsible for day-to-day operation that included budgets, grants, board reports, community

meetings, manage volunteers, responsible for the design of all plant installation and maintenance relating to horticulture and agriculture. Training of Employees and Volunteers, Create and Implement an Educational Horticulture Experience for the public and Metro Schools for the Historic Dekalb Co. Lyon Farm. Hosted the George Washington Carver Exhibit 2004 and 2006 at the Decatur Court House and The Stonecrest Mall featuring over 200 Artifacts of George W. Carver.

2006 to 2009

Host of the National Gardening Show on TV One Network "Can You Dig It"

Show Topics -Wonderland Gardens - Best Lawn – How to grow vegetables, Patio Gardening – Flower Power

Show Theme – The theme of the show was to promote gardening within the African American Community

From: 1992 to 1994

City of Atlanta, Parks Bureau

District Manager - Duties: Manage Park Supervisors that are responsible for the maintenance of city parks (1000 acres) that included all football and baseball fields. Responsible for district budget, Manage supervisors responsible for maintenance of city parks, Responsible for Community engagement and volunteers, Reviewed Playground safety reports.

From: 1989 to 1992

City of Atlanta Parks Bureau

Horticulture Manager - Duties: Supervise Greenhouse Staff, Greenhouse Budget, Responsible for all plants grown in Greenhouse as well as signing off on designs for installation in parks. Also, I was responsible for the Peachtree Planter

EDUCATION

1981 Dekalb College (Perimeter College)

Associate degree – Landscape Technology

1989 Park Maintenance Management School

National Recreation and Park Assoc. Certificate Program

Awards

2008 Leadership Dekalb Graduate
Community Service Award (DeKalb Co.)
Super Seventeen Citizen Award (Ch 17)

Environmental Steward Community Award (DeKalb Co.)
Jane L. Taylor Award (American Horticulture Society)

Secretary of State - Outstanding Georgia Citizen Award

Organizations

GRPA

Stonecrest Garden Club 2008

2008 Graduate of Leadership Dekalb

Character Reverences

Sandy Maddox - Former Superintendent – National Parks System – State of Alabama - [REDACTED]

[REDACTED]

Revonda Cosby – Arabia Mountain Alliance - [REDACTED]