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## After School Coordinator Resume

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### Job Objective

To secure the position of After School Coordinator that will allow me to utilize acquired skills and experience.

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### Work Experience:

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After School Coordinator, August 2005 – Present  
District of Columbia Public Schools, Athens, GA

- Recruited program participants and conducted program outreach.
- Ensured safety and well being of youth while participating in program activities.
- Arranged for transportation from school to program site.
- Supervised and scheduled program staff and volunteers.
- Planned and coordinated parent and family activities.

After School Coordinator, May 2000 – July 2005  
Kingsley Montessori School, Athens, GA

- Ensured proper file maintenance for each registered child including appropriate health records.
  - Prepared weekly schedule of After School activities and assigned staff accordingly.
  - Developed program planning strategies, and created opportunities for team building.
  - Prepared flyers and posters for community outreach.
  - Assisted with the organization of mass mailings.
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### Summary of Qualifications:

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- Strong accomplished experience in community service and youth programs
  - Outstanding experience working with grade school age children
  - Good knowledge of the Board and PTA's Education system
  - Excellent organizational skills and customer service skills
  - Effective verbal and written communication skills
  - Remarkable ability to work as a member of a team; high energy, clear goal orientation, and strong work ethic
  - Exceptional ability to prioritize multiple tasks; follow policies and procedures in company manuals
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### Education:

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Bachelor's Degrees in Education, Gwynedd Mercy College, Pennsylvania, PA

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