
After School Coordinator Resume

Job Objective

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

Work Experience:

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.
-

Summary of Qualifications:

- 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
-

Education:

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

[Build your Resume Now](#)