
After School Program Coordinator Resume

Job Objective

Seeking an After School Program Coordinator position that offers an immediate challenge, career opportunity and advancement.

Highlights of Qualifications:

- Substantial experience in teaching enrichment for children
 - Good knowledge of farming, crafts and tutoring
 - Comprehensive knowledge of student enrollment procedures in programs
 - Solid understanding of maintaining scholar attendance and data
 - Extreme ability to manage quality programming
 - Sound ability to support school staff
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Professional Experience:

After School Program Coordinator
Nobel Learning Communities, Inc., Mount Vernon, IL
August 2012 – Present

Responsibilities:

- Managed student participation records with data entry.
- Participated in school based events and evaluated program operations.
- Supported program logistics and academic development of scholars.
- Represented at field trips and community service projects.
- Assisted in instructional support and class transitions.
- Provided guidance during preparations of closing ceremony.

After School Program Coordinator
Daktronics, Mount Vernon, IL
May 2009 – July 2012

Responsibilities:

- Participated in after school activities and homework assignments.
 - Maintained classroom behavior and resolved parental issues.
 - Supported compliance activities as per licensing regulations.
 - Prepared plans for club activities for smooth implementation.
 - Created supply lists and participated in first aid trainings.
 - Provided assistance in community service tasks and arts.
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Education:

Master's Degree in Child Development
Saint Augustine's College, Raleigh, NC

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