
After School Site Coordinator Resume

Job Objective

To obtain an After School Site Coordinator position that will allow me to utilize my skills and has potential for growth.

Work Experience:

After School Site Coordinator, May 2004 – Present
Boston Public Schools, Portage, IN

- Prepared agendas, minutes, reports, fliers, brochures and presentations, and planned, coordinated, promoted and conducted meetings and workshops.
- Coordinated, implemented and monitored the activities and requirements of the After School Program.
- Ensured strict adherence to all guidelines and due dates in program completion and record documentation.
- Liaised between participants, and the local community, to make successful education collaborations.
- Trained students, educators, parents, service providers and agencies.
- Organized and facilitated professional development activities.

After School Site Coordinator, March 2002 – April 2004
Jefferson County Public Schools, Portage, IN

- Managed day-to-day operations of the after school program.
 - Trained and supervised staff in the after school program.
 - Organized schedule of academic, recreation, and enrichment activities.
 - Ensured safe operation of afterschool program.
 - Coordinated surveys of students, staff and parents to evaluate program.
 - Collected, reviewed, approved and submitted timesheets by the deadline.
 - Ensured proper documentation and submission of all records.
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Summary of Qualifications:

- Strong accomplished experience in developing and implementing youth program
 - Good knowledge of A-G requirements, SAT and PSAT deadlines, and college resources on-site
 - Strong supervision, and computer skills
 - Good interpersonal and communication skills
 - Excellent administrative and organizational skills
 - Ability to plan a wide range of recreational and educational programs and events
 - Remarkable ability to take written and oral directions and follow through to completion
 - Great ability to effectively coordinate after school related activities
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Education:

Bachelor's Degree in Education, Lander University, South Carolina, SC

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