
Community Center Director Resume

Job Objective

Looking for work as Community Center Director in a firm that allows me to practice my expertise while also continuing to grow and advance in my experiences.

Work Experience:

Community Center Director, August 2005 – Present
Kelly Services, Alexandria, VA

- Managed, supervised and ensured goals are achieved within available resources.
- Designed and organized assignments.
- Trained, motivated and evaluated assigned staff; reviewed progress and recommended changes.
- Provided direction to develop short and long range plans.
- Monitored revenues and expenditures ensuring sound fiscal control
- Ensured work in compliance with policies and procedures.

Community Center Director, May 2000 – July 2005
Milestone Senior Living, Alexandria, VA

- Selected, planned and implemented cultural arts, physical activities and special interest activities.
 - Handled public queries regarding recreation programs.
 - Prepared brochures, calendars, letters, and flyers for recreation programs.
 - Coordinated sports programs, registered children for teams, collected fees, acquired coaches, assigned practice times, distributed and collected uniforms.
 - Assisted in the scheduling of activities at the Community Center.
 - Promoted interest and provided information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.
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Summary of Qualifications:

- Thorough knowledge of recreation philosophy, planning and administration
 - In-depth knowledge of communities experiencing disparities, and public health
 - Good understanding of the various culture and community
 - Strong project management and organizational skills
 - Excellent communication and interpersonal skills
 - Outstanding ability to develop, coordinate, and direct varied activities involved in a community recreation program
 - Remarkable ability to plan and supervise the work of paid staff
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Education:

Bachelor's Degree in Recreation, Champlain College, Burlington, VT

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