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## Recreation Leader Resume

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### Job Objective

To use my skills as a Recreation Leader to obtain a position with growing firm that can benefit from my expertise.

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### Summary of Qualifications:

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- Familiarity with principles and methods used in organizing, conducting, and supervising a program of recreational activities
  - Deep knowledge of Fiscal controls needed to handle recreational funds
  - Exceptional knowledge of theory and philosophy of recreation and group work and its application to individual and group behavior
  - Ability to train, direct, and evaluate employees and volunteers involved in recreation work
  - Ability to effectively supervise children and adults alike
  - Ability to demonstrate a positive, friendly, and cooperative manner
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### Work Experience:

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Recreation Leader, August 2005 – Present

Douglas County Valley Recreation Dept., Santa Monica, CA

- Conducted general program of recreation at an assigned area.
- Developed and planned activities in a specialized program area.
- Planned, organized, evaluated recreation activities at various sites.
- Coordinated civic and recreational interest with neighborhood and community groups.
- Maintained financial and activity records and submitted periodic and special reports.
- Improved operations, streamlined work processes, and provided quality seamless customer service.

Recreation Leader, May 2000 – July 2005

Indiana Department of Corrections, Santa Monica, CA

- Planned and implemented classes, activities, specialty classes, events for participants.
  - Developed lesson plans for activities and purchase supplies and equipment needed.
  - Provided corrective action and actively participated in activities attached to program and class.
  - Developed positive relations with customers; provided information concerning facility and programs to participants and parents.
  - Supported in a variety of office tasks such as answering phones, data entry, and promotional types of activities.
  - Adhered to established procedures and well-defined standard practices.
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### Education:

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Associate Degree in Recreation, Lake-Sumter Community College, Leesburg, FL

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