
Recreation Programmer Resume

Job Objective

Seeking a position as Recreation Programmer in highly reputed and professional organization.

Work Experience:

Recreation Programmer, August 2005 – Present
Staffmark, Clarksville, AR

- Implemented recreation programs to ensure that residents have access to sport, recreation and leisure activities.
- Administered recreation programs to ensure that programs are delivered within guidelines and budgets.
- Promoted recreation and sport programs in order to ensure that residents are aware of available opportunities and activities.
- Coordinated and scheduled assigned activities with other divisions, outside agencies and the general public.
- Participated in the development and implementation of program goals, objectives, policies and priorities.

Recreation Programmer, May 2000 – July 2005
Agilysys, Clarksville, AR

- Planned and organized wide variety of activities at a recreation facility and other park site.
 - Planned and directed recreation activities in a specialty program area.
 - Developed and distributed circulars, posters and other advertisement in the assigned region.
 - Conducted on-site participant registration for recreational activities and maintained Web-based registration procedures.
 - Responded to emergencies and significant site problems as they arise.
 - Ensured management is informed of critical issues and other emergencies.
 - Maintained financial and activity records and accepted cash and credit card payments for a variety of services and programs.
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Summary of Qualifications:

- Admirable experience in direct recreation and youth programming
 - Profound knowledge of development, implementation and evaluation of recreation programs and services
 - In-depth knowledge of techniques in planning, organizing and promoting program activities
 - Excellent managerial skills to create programming for both the geriatric and young adult population
 - Outstanding ability to work cooperatively and professionally with volunteers
 - Exceptional ability to positively interact with the general public, contractors, governmental entities
 - Excellent Communication and interpersonal skills
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Education:

Bachelor's Degree in Recreation Administration, Central Michigan University, Michigan, MI

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