
Youth Coordinator Resume

Job Objective

Seeking to obtain a Youth Coordinator position with an organization where I can utilize my skills and be an asset to the employer.

Work Experience:

Youth Coordinator, August 2005 – Present

Catholic Charities Health and Human Services, Salisbury, MD

- Planned and implemented activities for youth.
 - Promoted and administered youth programs.
 - Organized and developed enjoyable activities for children to partake in.
 - Collaborated with the program leaders and prepared an overall plan and budget for a comprehensive program of youth ministries for church.
 - Stayed an up-to-date, permanent record of all the youth in grades 9-12 who are members in the church and those of non-members who have attended outreach programs or visited Sabbath School.
 - Conducted needs assessment among the teens in the congregation and the community.
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Summary of Qualifications:

- Profound knowledge of legislation, regulations, policies and procedures for program development and implementation
 - Sound knowledge of legislation, regulations, policies and procedures for involving youth in community programs
 - In-depth knowledge and understanding of the economic, cultural and political environment
 - Exceptional ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs
 - Immense ability to administer youth program
 - Excellent written communications skills
 - Excellent analytical and problem solving skills
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Education:

Bachelor's Degree in Social Work, Colorado Christian University, Colorado, CO

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