

MICHAEL ANDERSON

Program Coordinator

- San Francisco, CA
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Enthusiastic and dedicated Adventure Program Manager with a strong commitment to delivering high-quality outdoor experiences that inspire individuals to connect with nature. Known for developing engaging programs that promote teamwork, resilience, and personal growth through adventure. Skilled in managing logistics, ensuring safety compliance, and fostering an inclusive environment for all participants.

WORK EXPERIENCE

Program Coordinator | Trailblazers Outdoor Programs

Jan 2022 – Present

- Coordinated logistics for outdoor programs, ensuring smooth execution and participant satisfaction.
- Developed engaging curriculum focused on teamwork and personal development.
- Managed participant registrations and communications to enhance their experience.
- Trained staff on best practices for safety and program delivery.
- Conducted post-program evaluations to gather feedback and identify areas for improvement.
- Fostered relationships with community partners to expand program reach.

Adventure Guide | Nature Quest

Jul 2019 – Dec 2021

- Led guided outdoor excursions, promoting environmental awareness and appreciation.
- Engaged participants in discussions about conservation and sustainability practices.
- Facilitated team-building activities to enhance group cohesion and collaboration.
- Monitored participant safety during all activities, ensuring adherence to guidelines.
- Received positive feedback, contributing to a 90% return rate for programs.
- Participated in community events to promote outdoor programming.

SKILLS

Program Coordination

Curriculum Development

Safety Compliance

Community Building

Participant Engagement

Communication Skills

EDUCATION

Bachelor of Science in Recreation and Parks Management

2015 – 2019

Appalachian State University

ACHIEVEMENTS

- Increased program enrollment by 60% through effective outreach and marketing strategies.
- Recognized for excellence in program delivery with the Community Leadership Award.
- Successfully implemented a mentorship program that benefited over 100 participants.

LANGUAGES

English

Spanish

French