

MICHAEL ANDERSON

After-School Program Coordinator

- San Francisco, CA
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Resourceful Early Childhood Program Coordinator with over 3 years of experience in creating and managing afterschool programs for children aged 5-12. My focus has been on providing safe and engaging environments that foster social skills, creativity, and academic enrichment. I have successfully developed programs that integrate arts, sports, and homework assistance, ensuring a well-rounded experience for every child.

WORK EXPERIENCE

After-School Program Coordinator | Creative Kids Club

Jan 2022 – Present

- Designed and implemented a diverse afterschool curriculum that increased student enrollment by 30%.
- Managed day-to-day operations, ensuring a safe and supportive environment for children.
- Trained staff on child development principles and activity planning.
- Collaborated with parents to gather feedback and improve program offerings.
- Organized community events to showcase student achievements and promote the program.
- Monitored student progress and engagement through regular assessments and adjustments to programming.

Program Assistant | Sunny Days Learning Center

Jul 2019 – Dec 2021

- Assisted in the development and facilitation of enrichment activities for children.
- Supported the implementation of safety protocols and emergency procedures.
- Communicated with parents to provide updates on children's progress.
- Participated in staff meetings to discuss program improvements and challenges.
- Helped create a welcoming environment for new families joining the program.
- Contributed to a 20% increase in family engagement through outreach initiatives.

SKILLS

Program Management

Child Development

Parent Engagement

Activity Planning

Safety Protocols

Community Outreach

EDUCATION

Bachelor of Science in Child Development

Los Angeles

California State University

ACHIEVEMENTS

- Increased student participation rates by 40% through innovative program design.
- Awarded 'Best After-School Program' by Local Community Board.
- Successfully secured funding for new enrichment materials and resources.

LANGUAGES

English

Spanish

French