



MICHAEL ANDERSON

Senior Program Manager

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SUMMARY

Dynamic and results-oriented Park Activities Coordinator with over ten years of experience in orchestrating diverse recreational programs and events. Expertise in community engagement, program development, and operational management within public parks and recreational facilities. Demonstrated ability to foster partnerships with local organizations and stakeholders to enhance community involvement and satisfaction. Proficient in budget management and resource allocation to ensure sustainable program delivery.

WORK EXPERIENCE

Senior Program Manager Greenway Community Parks

Jan 2023 - Present

- Developed and implemented seasonal programming to increase community participation by 30%.
- Oversaw a team of ten staff members, providing training and performance evaluations.
- Managed a \$500,000 annual budget, ensuring cost-effective resource utilization.
- Collaborated with local schools to create educational field trips focused on environmental conservation.
- Utilized feedback surveys to refine program offerings, enhancing participant satisfaction ratings.
- Coordinated volunteer initiatives, successfully recruiting over 100 volunteers annually.

Activities Coordinator Sunnyvale Recreation Center

Jan 2020 - Dec 2022

- Implemented youth engagement programs that increased enrollment by 40% within two years.
 - Designed promotional materials for events, utilizing social media to boost visibility.
 - Coordinated logistics for community events, ensuring smooth operations and participant satisfaction.
 - Led workshops on outdoor skills, promoting environmental awareness among participants.
 - Established partnerships with local businesses to sponsor community events.
 - Conducted regular assessments of program effectiveness, leading to enhanced service delivery.
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EDUCATION

Bachelor of Science in Recreation Management, University of California, 2012

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Program Development, Community Engagement, Budget Management, Staff Training, Event Coordination, Data Analysis
- **Awards/Activities:** Awarded 'Best Community Program' by the State Parks Association in 2022.
- **Awards/Activities:** Increased volunteer retention rates by 50% through enhanced recognition initiatives.
- **Awards/Activities:** Successfully secured a \$100,000 grant for park improvement projects.
- **Languages:** English, Spanish, French