



# MICHAEL ANDERSON

## Recreation Program Manager

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### SUMMARY

Dynamic and results-oriented Recreation Activities Coordinator with a strong background in program development and community engagement. Expertise in designing and implementing innovative recreational programs that enhance participant satisfaction and promote healthy lifestyles. Proven ability to lead diverse teams and manage multiple projects simultaneously while adhering to budgetary constraints. Demonstrated success in fostering partnerships with local organizations to expand program offerings and reach underserved populations.

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### WORK EXPERIENCE

#### Recreation Program Manager City of Springfield Parks and Recreation

Jan 2023 - Present

- Developed and executed over 30 recreational programs for various age groups, achieving a 25% increase in community participation.
- Managed a team of 15 staff members, ensuring effective training and performance evaluations.
- Implemented a new registration software system, streamlining participant enrollment by 40%.
- Coordinated special events, including annual community festivals, attracting over 5,000 attendees.
- Conducted surveys to assess program satisfaction and utilized feedback for continuous improvement.
- Established partnerships with local schools and health organizations to promote wellness initiatives.

#### Recreation Assistant Greenwood Community Center

Jan 2020 - Dec 2022

- Assisted in the planning and implementation of youth sports leagues, increasing participation by 30% over two seasons.
  - Facilitated daily recreational activities for children aged 5-12, ensuring a safe and engaging environment.
  - Maintained accurate records of program attendance and inventory of equipment.
  - Collaborated with local businesses to secure sponsorships for community events.
  - Developed promotional materials that enhanced community awareness of available programs.
  - Provided exceptional customer service to participants and their families, addressing inquiries and concerns promptly.
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### EDUCATION

#### Bachelor of Arts in Recreation Management, University of Springfield, 2016

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Program Development, Team Leadership, Community Engagement, Budget Management, Data Analysis, Event Coordination
- **Awards/Activities:** Received the 'Outstanding Recreation Program Award' from the National Recreation and Park Association in 2022.
- **Awards/Activities:** Increased overall program satisfaction ratings to 95% through enhanced participant feedback mechanisms.
- **Awards/Activities:** Successfully led a fundraising campaign that raised \$10,000 for community sports equipment.
- **Languages:** English, Spanish, French