



MICHAEL ANDERSON

Program Coordinator

Resourceful and passionate Recreation Activities Coordinator with a commitment to enhancing community well-being through engaging recreational programs. Extensive experience in program planning, implementation, and evaluation, with a focus on fostering inclusive environments. Skilled in coordinating events that promote physical health, mental wellness, and social interaction among participants. Proven ability to build strong community partnerships and leverage resources for maximum impact.

CONTACT

- (555) 234-5678
- michael.anderson@email.com
- San Francisco, CA

EDUCATION

Bachelor of Science in Recreation and Leisure Studies
University of Community Wellness
2015

SKILLS

- Program Coordination
- Event Management
- Community Partnerships
- Participant Engagement
- Staff Training
- Social Media Marketing

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Program Coordinator 2020-2023

Community Wellness Center

- Designed and facilitated wellness programs that increased participant engagement by 45%.
- Managed logistics for community events, ensuring successful execution and high satisfaction rates.
- Developed partnerships with local health organizations to support program initiatives.
- Conducted participant surveys to assess program impact and make necessary adjustments.
- Trained staff and volunteers to enhance the quality of service provided to participants.
- Utilized social media to promote programs, resulting in a 30% increase in visibility.

Recreation Facilitator 2019-2020

Downtown Youth Center

- Implemented recreational programs for youth, fostering social skills and teamwork.
- Maintained accurate records of attendance and program evaluation.
- Assisted in organizing community events that promoted healthy lifestyles.
- Provided support to volunteers during recreational activities, enhancing program delivery.
- Collaborated with local schools to promote after-school recreational opportunities.
- Engaged with parents to gather feedback and improve program offerings.

ACHIEVEMENTS

- Received 'Best Community Program Award' for innovative wellness initiatives in 2021.
- Increased youth program participation by 50% through successful outreach campaigns.
- Implemented a community fitness challenge that attracted over 200 participants.