

MICHAEL ANDERSON

Senior Recreation Coordinator

- San Francisco, CA
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Dynamic and results-oriented Recreation Activities Coordinator with extensive experience in designing, implementing, and managing diverse recreational programs that foster community engagement and enhance participant satisfaction. Expertise in collaborating with stakeholders to develop innovative recreational offerings tailored to various demographics, including youth, seniors, and individuals with disabilities. Proven ability to lead cross-functional teams, supervise staff, and manage budgets effectively while ensuring compliance with safety regulations.

WORK EXPERIENCE

Senior Recreation Coordinator | City of Springfield Recreation Department

Jan 2022 – Present

- Developed and executed over 25 diverse recreational programs, resulting in a 40% increase in community participation.
- Managed a team of 10 staff members, providing training and performance evaluations to enhance service delivery.
- Oversaw a budget of \$500,000, ensuring financial accountability and maximizing resource allocation.
- Established partnerships with local schools and non-profits to expand outreach and program offerings.
- Implemented participant feedback mechanisms to continuously improve program quality and engagement.
- Coordinated special events, including annual festivals and community health fairs, attracting over 5,000 attendees.

Recreation Activities Assistant | Green Valley Community Center

Jul 2019 – Dec 2021

- Assisted in the planning and execution of recreational programs for children and families, increasing attendance by 30%.
- Facilitated workshops and classes in arts and crafts, sports, and wellness, catering to diverse community needs.
- Maintained records of participant registrations and feedback for program evaluation and improvement.
- Supported marketing initiatives through social media campaigns and community outreach efforts.
- Conducted safety inspections of facilities and equipment to ensure compliance with health regulations.
- Provided exceptional customer service to participants and families, resolving inquiries and concerns effectively.

SKILLS

Program Development

Budget Management

Team Leadership

Community Engagement

Safety Compliance

Event Coordination

EDUCATION

Bachelor of Arts in Recreation Management

2015

University of Springfield

ACHIEVEMENTS

- Awarded 'Employee of the Year' for outstanding service and program innovation in 2020.
- Increased program participation rates by over 50% during tenure at the City of Springfield.
- Successfully secured \$100,000 in grant funding for community wellness initiatives.

LANGUAGES

English

Spanish

French