



MICHAEL ANDERSON

Recreation Manager

Dedicated Recreation Operations Manager with a focus on strategic development and community engagement. Extensive experience in creating and managing recreational programs that enhance community well-being and promote active lifestyles. Expertise in financial management, with a proven ability to allocate resources effectively and sustainably. Strong leadership skills demonstrated through team development and training initiatives.

CONTACT

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

EDUCATION

Master of Arts in Recreation and Leisure Studies

University of Michigan
2016-2020

SKILLS

- Strategic Development
- Community Engagement
- Financial Management
- Team Leadership
- Program Evaluation
- Fundraising

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Recreation Manager

2020-2023

City Recreation Department

- Led the development of community-focused recreational programs, increasing participation by 35%.
- Managed facility schedules and operations to maximize usage and efficiency.
- Implemented a new feedback system to assess participant satisfaction and program effectiveness.
- Coordinated with local health agencies to promote wellness initiatives.
- Trained and supervised staff, enhancing service delivery and team performance.
- Organized fundraising events that generated over \$50,000 for community programs.

Assistant Recreation Coordinator

2019-2020

Community Sports Association

- Assisted in the management of sports leagues and recreational activities for youth.
- Conducted outreach to schools to promote sports participation, resulting in a 60% increase.
- Developed training materials for coaches and volunteers, improving program quality.
- Managed social media accounts to enhance community engagement and program visibility.
- Monitored program attendance and feedback, leading to continuous improvement initiatives.
- Organized community events that fostered a sense of belonging and participation.

ACHIEVEMENTS

- Awarded 'Best Community Program' by the Regional Recreation Council.
- Increased overall program satisfaction ratings by 40% through targeted improvements.
- Successfully secured grants totaling \$100,000 for program expansion and development.