

After School Line Staff Sample Resume

After School Line Staff Person's Name

4321 First Street, Anytown, State 54321 • 987.654.3210 • name@google.com

Profile

Highly skilled after school professional with 3 years experience working with youth ages 6-13 in San Francisco After School programs. Excellent communication skills, with an exceptional ability to establish and maintain rapport with youth and their families as well as other program staff. Team player with a strong interest in helping youth develop their potential and succeed in school.

Education

California State University, San Francisco

- 3 years of course work; graduation anticipated 2011

Other Professional Development: AFA-TAC Leadership Learning Circle, 2009-2010; Earned professional development certificates / credits for workshops related to after school core competencies.

Skills

Youth Development: Knowledge of basic principles of youth development; ability to implement learner-centered program activities; implemented a 4-part leadership/mentor group for program participants; (*and other examples that illustrate competencies in youth development*)

Policy and Procedures: Conducted annual orientation sessions to ensure youth and program staff are aware of and follow safety and emergency procedures; submitted timely reports and kept accurate records of program attendance.

Program Design and Assessment: Worked with project team to design, implement and evaluate activities focused on goals of "Big City" After School Program; helped to integrate the "Playworks" curriculum into the afterschool program activities. Maintained written program plans that documented subjects covered, the curriculum and activities used, materials needed, specialized strategies and accommodation provided, and individual or program goals addressed.

Collaboration/Communication: Worked as part of a team to co lead quality afterschool activities for children ages 6 to 13. Maintained open communication with students' school day teachers, other school staff and parents.

Leveraging Community Resources: Reached out to community members to bring additional resources to "Big City" programs including: (supply and equipment donations, program volunteer, training and information on important topics)

Promoting Diversity, Access and Inclusion: Implemented the "Second Steps" curriculum, a character development program for 3rd and 4th graders, participated in the team responsible for the "Circle of Friends" curriculum promoting friendships among all children. Helped create and implemented individualized inclusion plans for youth with disabilities.

Languages: Bi-lingual English/Spanish (fluent both in written and spoken language)

Work Experience

2010

Name of Current Employer, Location

Position Title

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2009

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2008

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Activities

2010

Volunteer Activity, Leadership Role

2009

Membership in Professional Association, Leadership Role

2008

Membership in Professional Association, Leadership Role

References

Available upon request

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Profile

After School Program Coordinator, with three years experience at program serving over 250 children, ages 6-13. Implemented innovative program and staff development activities, including a partnership with *New Day for Learning* and mental health and inclusion consultation services during the 2009-2010 year. Expanded school day program into a summer program for neighborhood program, utilizing funds from Department of Children Youth and Their Families as well as ExCEL summer program funds.

Education

California State University, San Francisco
B.A. 2008

Skills

Administration and Operations

Developed procedural manual for staff reporting requirements, developed and provided oversight for program budget, continuously monitoring expenditures and cash flow.

Staff Supervision and Support

Recruited, hired and supervised staff of 20. Developed and implemented standardized performance review process which was utilized to provide continuous staff development based on staff needs. Provided thorough orientation to newly recruited staff and annual orientation to all staff on program goals and any changes in policies or procedures.

Collaboration with Community

Developed award-winning model parent involvement program recognized by *New Day for Learning*. Participated in Mental Health and Inclusion Consultation Project, bringing in community partners to assist program staff in learning effective ways of supporting youth with behavior and other issues.

Program Design and Improvement

Conducted annual surveys of parents, youth and staff to measure satisfaction with program goals and activities. Attended annual BOOST conference to explore new options for program delivery.

Work Experience

2010

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2007

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Activities

2008

Volunteer Activity, Leadership Role

2007

Membership in Professional Association, Leadership Role

2006

Membership in Professional Association, Leadership Role

References

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