

George Smith

Recreation Coordinator

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Profile Summary

Dynamic and results-oriented Recreation Coordinator with over 5 years of extensive experience in designing and implementing successful recreation programs for diverse age groups. Proven track record of increasing community involvement by 40% through innovative program development and adept event management. Exceptional interpersonal skills, enhancing user experience and fostering community engagement.

Work Experience

Senior Recreation Coordinator

Boston Recreation Department

1st Feb, 2018 - 30th Sep, 2023

- Developed and managed over 25 successful community events annually, enhancing community participation by 30%.
- Implemented cost-effective strategies that reduced program expenses by 15% while maintaining high-quality service delivery.
- Led a team of 10 staff members, improving operational efficiency by 25% through structured training and development programs.

Recreation Planner

Cambridge Community Services

1st Jun, 2015 - 31st Jan, 2018

- Coordinated youth and adult sports leagues for 500+ participants, leading to a 20% increase in program retention rates.
- Spearheaded a volunteer outreach program resulting in a 50% increase in volunteer participation.
- Designed and launched a new digital registration system, decreasing processing time by 40%.

Education

Harvard University

Master of Science in Recreational Management

1st Sep, 2013 - 31st May, 2015

University of Massachusetts Boston

Bachelor of Arts in Physical Education

1st Sep, 2009 - 31st May, 2013

Skills

Program Development, Event Planning, Community Engagement, Leadership, Budget Management, Digital Literacy

Notable Projects

Digital Recreation Portal

Led a team in developing a user-friendly online platform for residents to register for recreation programs, resulting in a 50% increase in online registration and improved user engagement.

Certifications

Certified Park and Recreation Professional (CPRP)

Issued by National Recreation and Park Association, 1st Jan, 2021

Awards

Excellence in Community Engagement

Awarded by Boston City Council, 1st Dec, 2020