



# JAMES CLARK

## After School Program Director

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### PROFESSIONAL SUMMARY

Dynamic After School Program Director with 5 years of experience enhancing educational experiences for K-5 students. Expertise in curriculum development, staff management, and community engagement, ensuring a nurturing environment. Adept at fostering collaboration among educators, parents, and community partners to promote student success and well-being.

### WORK EXPERIENCE

#### After School Program Director

Quantum Solutions LLC

📅 Mar / 2022-Ongoing

📍 Phoenix, AZ

1. Designed and implemented an engaging after-school schedule tailored to meet the diverse needs of K-5 students.
2. Collaborated with a committee to enhance program accessibility, ensuring that offerings reached a broad range of families.
3. Coordinated with educators and vendors to schedule after-school classes, ensuring quality and alignment with educational goals.
4. Managed vendor relationships, including contract negotiations and invoice processing.
5. Directed a team of educators and aides to deliver enriching activities and support to students.
6. Maintained comprehensive student records, including health and emergency information, to ensure safety and compliance.
7. Addressed student behavioral incidents by maintaining detailed reports and communicating effectively with parents.

#### After School Program Coordinator

Crescent Moon Design

📅 Mar / 2020-Mar / 2022

📍 Portland, OR

1. Oversaw all aspects of the after-school program, ensuring a safe and nurturing environment for participants.
2. Implemented program quality standards and fostered positive relationships with students and families.
3. Managed the program budget effectively, aligning resources with program goals.
4. Contributed to the planning and execution of engaging after-school activities that promote learning and development.

### EDUCATION

#### Bachelor of Arts in Education

State University

📅 Mar / 2018-Mar / 2020

📍 Santa Monica, CA

Focused on child development and educational methodologies.

### SKILLS

Student Engagement Strategies



Community Outreach



Record Keeping



First Aid Certified



Creative Problem Solving



### INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

### STRENGTHS

🔍 Criticality

📋 Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

### LANGUAGES



English



Spanish



Russian

### ACHIEVEMENTS

🌟 Increased student participation in after-school programs by 30% through engaging curriculum and activities.

🌟 Successfully secured funding for program enhancements, resulting in a 25% increase in resources available for student enrichment.