



# EMMA JOHNSON

After School Program Coordinator

## PROFESSIONAL SUMMARY

Enthusiastic After School Program Coordinator with two years of experience dedicated to creating dynamic learning environments for K-5 students. Proven ability to design engaging activities and foster effective communication between families and educators. Passionate about enhancing student well-being and promoting a safe, inclusive atmosphere for personal and academic growth.

## WORK EXPERIENCE

### After School Program Coordinator

WidgetWorks Inc.

Mar / 2024-Ongoing

Denver, CO

1. Designed and implemented activities to enhance students' physical, social, and intellectual development.
2. Monitored student progress and provided support during program hours to ensure engagement.
3. Utilized positive behavior strategies to promote a supportive environment for all students.
4. Maintained accurate records for student attendance and program participation.
5. Oversaw financial transactions and ensured compliance with payment procedures.
6. Collaborated with staff to create a safe and enriching atmosphere for learning.
7. Assisted students with homework and facilitated educational growth activities.

### After School Program Coordinator

Cactus Creek Solutions

Mar / 2023-Mar / 2024

Phoenix, AZ

1. Developed after-school enrichment programs that enhance academic skills and personal growth.
2. Supervised staff and trained volunteers to deliver high-quality program services.
3. Established relationships with community partners to secure resources and sponsorships.
4. Planned and executed community outreach events that engaged families and local stakeholders.
5. Created monthly reports to track program effectiveness and budget adherence.
6. Coordinated with school officials to align after-school activities with educational goals.

## EDUCATION

### Bachelor of Arts in Education

University of California

Mar / 2022-Mar / 2023

Seattle, WA

Focused on child development and educational practices.

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## SKILLS

Technology Proficiency



Fundraising Skills



Regulatory Compliance



Team Building



Crisis Management



Resource Allocation



## INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

## STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

## LANGUAGES



English



Dutch



Japanese

## ACHIEVEMENTS

Increased student participation in after-school programs by 30% through innovative activity planning.

Developed and implemented a new curriculum that improved student academic performance by 15%.