# **OLIVIA SMITH**

## Camp Coordinator





#### **PROFESSIONAL SUMMARY**

Dynamic Camp Coordinator with a decade of experience in managing diverse camp programs. Adept at fostering a safe and inclusive environment for all campers while orchestrating staff training and development. Passionate about engaging children in enriching activities that promote teamwork and personal growth, ensuring every child has a memorable experience.

#### **WORK EXPERIENCE**

#### Camp Coordinator

🛗 Jan / 2018-Ongoing

Blue Sky Innovations

Thicago, IL

- 1. Directed comprehensive camp programs, ensuring all activities met safety and educational standards.
- 2. Designed recruitment strategies to attract campers and staff, utilizing digital marketing and community outreach.
- 3. Conducted comprehensive training sessions for staff, enhancing operational efficiency and team cohesion.
- 4. Managed procurement of supplies, overseeing budget adherence and resource allocation.
- 5. Streamlined administrative processes, improving communication and efficiency among staff and campers.
- 6. Established daily routines and schedules, optimizing camp operations for maximum engagement.
- 7. Delegated responsibilities and assigned campers to appropriate groups, fostering a sense of belonging.

Lakeside Apparel Co

T Chicago, IL

- 1. Coordinated special events and field trips, enriching campers' experience and learning opportunities.
- 2. Ensured the health and safety of campers, providing first aid and emergency response as needed.
- 3. Supported the planning of engaging activities that promoted physical, social, and emotional development.
- 4. Motivated and inspired 70-100 campers daily through interactive and educational programs.
- 5. Collaborated with fellow camp leaders to create a cohesive and exciting camp experience.

## **EDUCATION**

# Bachelor of Arts in Recreation Management

m Jan / 2012-Jan / 2015

Sunshine University

🗸 Santa Monica, CA

Focused on program development, management, and community engagement in recreational settings.

## **SKILLS**

Strong Written Verbal Communication Program Development

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Activity Coordination

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# **ACHIEVEMENTS**

increased camper enrollment by 30% through targeted outreach programs.

Implemented safety protocols that reduced incidents by 25%.