ROBERT SMITH

Child and Youth Program Assistant III

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SUMMARY

To obtain a position as a Child Care Assistant where I may utilize my love for children while developing them both mentally and physically.

CORE COMPETENCIES

Microsoft office.

PROFESSIONAL EXPERIENCE

Child and Youth Program Assistant III

Child Development Center - January 2016 – 2019

Key Deliverables:

- Maintain control of and account for the whereabouts and safety of all children under my supervision.
- Develop and implement age appropriate curriculums for children.
- Plan, coordinate, and conduct activities for program participants based on observed needs of individual children; systematically plan and implement special events and activities that stimulated the mental, physical, social, emotional and cognitive development and needs of young children.
- Establish a nurturing program environment that sustains the childrens interest and promotes positive interactions among the staff, children and the parents.
- Prepare, arrange, and maintain age appropriate indoor and outdoor activity areas and materials to accommodate daily schedules and lessen plans.
- Promote and model safety, fitness, health and nutrition practices, which creates a positive framework for the children.
- Demonstrate, instruct, lead and facilitate planned and spontaneous age appropriate program activities.

Child And Youth Program Assistant

ABC Corporation - 2012 – 2016

Key Deliverables:

- Helps establish a program environment and promotes positive child and youth interactions with other children, youth and adults.
- Accountable for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years.
- Interacts personally with staff members, parents, supervisors and volunteers.
- Helps other staff and children in creating home-like environments, including gardens and maintaining outdoor area.
- Assists in maintain program participation data and completing required daily reports.
- Assists in achieving and maintaining DoD Certification and National Accreditation.

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- Ensures compliance with policies and regulations applicable to Air Force Child and Youth Programs..

EDUCATION

- Certified Wedding Planning - (Penn Foster Career School - Scranton, PA)

2259 Oak Street, Old Forge, New York, 13420

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