

Robert Smith

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Lead Child Care Supervisor

SUMMARY

Assistant position where years of experience and organizational skills can be utilized to benefit individuals and community served.

SKILLS

Word Processing, Data Entry.

WORK EXPERIENCE

Lead Child Care Supervisor

ABC Corporation - March 1994 - May 1995

- Supervise an after school program in an elementary school with group size ranging.
- Currently, children are enrolled during school year.
- Publish a monthly calendar of activities and newsletters.
- Communicate with children, parents, public school staff and Parks and Recreation administrators.
- Maintain health and personal contact information for children.
- State licensing standards for the safety of children in an after school program.
- Offer a diversified program of physical activity, creative time, and assistance with homework.

Child Care Supervisor

ABC Corporation - 1990 - 1994

- Supervised evening staff in child care center.
- Responsible for scheduling, coordinating meetings, and training new staff.
- Ensured rooms and play areas were maintained in a clean, orderly, and safe condition.
- Provided information to parents concerning their childrens development, abilities, and areas of concern.
- Organized indoor/outdoor activities appropriate to age group.
- Maintained First Aid, CPR, and AED certifications..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Associate - (Northern Virginia Community College - Sterling, VA)