



ETHAN MARTINEZ

Day Program Coordinator

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PROFESSIONAL SUMMARY

Experienced Day Program Coordinator with over 10 years of expertise in developing and managing engaging programs for diverse populations. Adept at leading teams, ensuring regulatory compliance, and enhancing participant experiences. I am passionate about fostering community connections and committed to delivering impactful services that empower individuals.

WORK EXPERIENCE



Day Program Coordinator  Mar / 2018-Ongoing
Maple Leaf Consulting  Toronto, ON

1. Develop and implement engaging daily activities for program participants.
2. Developed performance evaluations to enhance individual growth and program effectiveness.
3. Designed and implemented program plans that consistently exceeded agency guidelines.
4. Ensured compliance with all state and federal regulations to maintain program integrity.
5. Conducted successful fundraising campaigns to secure resources for essential services.
6. Managed marketing and advertising initiatives for fundraising events, including writing and tracking grant proposals.
7. Planned and monitored budgets, ensuring financial health and sustainability of programs.

Day Program Coordinator  Mar / 2015-Mar / 2018
Lakeside Apparel Co  Chicago, IL

1. Coordinated and facilitated therapeutic activities, including group sessions, outings, and meal planning for participants.
2. Organized day outings and activities tailored to individuals with developmental disabilities attending the program.
3. Arranged exhibitions to showcase and sell products created by participants at the day center.
4. Utilized Med waiver skills development techniques to enhance participant engagement.
5. Assisted in the scheduling of daily programming for over 150 individuals with intellectual disabilities.
6. Supported clients in various day program activities, including arts and crafts and physical exercise groups.

EDUCATION

Bachelor of Arts in Human Services  Mar / 2012-Mar / 2015
University of Illinois  Toronto, ON

Focused on community service and program management for individuals with disabilities.

SKILLS



INTERESTS

-  Podcasts  Language Learning
-  Dancing  Cycling



STRENGTHS

-  Intuition  Leadership
-  Listening  Mentorship

LANGUAGES



ACHIEVEMENTS

-  Increased program participation by 25% through innovative activity design and outreach.
-  Successfully managed a \$500,000 program budget, ensuring all financial targets were met.