ROBERT SMITH

Recreation And Youth Specialist/Program Administrator

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SUMMARY

Hardworking Recreation And Youth Specialist/Program Administrator seeks employment in a customer service or related position which will allow me to utilize my social and organizational skills. To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and helps me achieve personal goals.

CORE COMPETENCIES

Proficiency in both French and Spanish, Stress management, Personal management, Communication, Capable problem solver, Detail-oriented. Proficiency in Microsoft Word and Microsoft PowerPoint.

PROFESSIONAL EXPERIENCE

Recreation And Youth Specialist/Program Administrator

Cuyahoga Hills Juvenile Corrections - 2017 – 2019

Key Deliverables:

- Monitors & operates electronic detection equipment.
- Escorts, transports, oversees & maintains the security of youth to & from various destinations.
- Maintains security and positive interaction during visits from family and all other visitors.
- Completes necessary documentation (e.g., youth behavioral & incident reports, daily logs, Interdisciplinary Team evaluations, progress reports, activity slips for medical services); oversees youth movement on facility grounds & outside trips; observes behavior & social interaction of youth; intervenes when conflicts occur & de-escalate utilizing appropriate verbal strategies (i.e., Management of Youth Resistance (MYR) skills).
- Engages & monitors youth in recreational, social &/or leisure activities; assists in administering drug tests.
- Maintains a keen awareness of unusual behavior & crisis situations & provides emotional support in times of crisis (e.g., disturbances, AWOL, suicide attempts) in order to prevent & take appropriate action by following proper DYS policies & procedures.
- Monitor, participate & instruct youth in general housekeeping duties of residential and common areas; inspects the living area for cleanliness; monitors serving of meals; provide guidance regarding personal hygiene habits & basic living skills.

Associate Youth Specialist

ABC Corporation - 2013 – 2017

Key Deliverables:

- Responsible for the supervision of youth clients.
- Provided crisis intervention information to clients and their families.
- Prepared and maintained files in a confidential manner.

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- Ensured a safe and secure environment for clients.
- Responded in a timely manner to requests or inquires from the public.
- Tracked client movement on and off the unit by documenting times and destinations of clients.
- Quickly responded to crisis situations when behavioral issues arose.

EDUCATION

- Bachelor of Arts in Criminal Justice - 2012 (Kent State University - Kent, OH)

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