

# My full name

My Address

My Phone Number

myemailaddress@gmail.com

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## Employment History

### **Assistant Director – KinderCare Hopkins** August 2018 to November 2018

- Program enrolments
- Assisting center director
- Ensuring program is run to state standards
- Training staff
- Timesheet monitoring

### **Out of School Care and Recreation Manager – Tauranga YMCA** May 2018 to August 2018

- Program Auditing
- Creating staff rosters
- Training staff
- Hiring new staff
- Timesheet monitoring
- Planning for after school care term programs and holiday programs
- Ensuring program is run to YMCA and MSD standards
- Liaise with local schools and community projects

### **Program Coordinator – Waiheke Island Kelly Club** July 2017 to Feb 2018

- Running after school programs
- Training staff
- Hiring new staff
- Timesheet monitoring
- Planning for after school care term programs and holiday programs
- Assist with program planning
- Liaise with local schools and community projects

### **Out of School Care and Recreation Manager – Mt Albert YMCA** June 2016 to June 2017

- Creating staff rosters
- Training staff
- Hiring new staff
- Timesheet monitoring
- Planning for after school care term programs and holiday programs
- Ensuring program is run to YMCA and MSD standards
- Liaise with local schools and community projects

### **Recreation Assistant/ OSCAR Coordinator –Mt Albert YMCA** Feb 2016 to June 2016

- Develop and implement kids coaching lessons
- Plan and run sports leagues
- Create new term programs
- Create day plans and activity management plans for OSCAR programs
- Supervise child in before care, after school care and holiday programs

### **Sport and Recreation consultant – West Wave Pool and Leisure Center** July 2014 to Feb 2016

- Arrange and schedule personal training appointments
- Collect and report daily, weekly and monthly data
- Promoted and sold new memberships while retaining existing members
- Worked with after school sports and recreation programmes
- Plan, organise and run social sports competitions and events.

**Afterschool carer and planner** – Northfield Public Schools Aug 2013 to Dec 2013

- Look after children aged 5 to 11 and ensure their happiness and safety
- Create weekly and daily plans for kids activities
- Create lesson plans for disadvantaged kids receiving afterschool lessons.

**Sports coordinator** – New Sports Generation LTD Aug 2006 to Dec 2011

- Planned, organised and ran a verity of sports competitions
- Coached multiple junior sports teams
- Holiday program assistant manager

# Education

**Auckland University of Technology, Auckland, NZ** Feb 2009 to Nov 2012  
Bachelor of Sport and Recreation

**Waiheke High School, Waiheke, NZ** Feb 2004 to Nov 2008  
Sea Sports Outdoor Education

## **Demonstrated Skills**

### **Management**

- Effectively bring staff together to work as a team
- Recruiting, staffing and training
- Business reporting
- Creating rosters for 20+ staff
- Program planning for optimization

### **Sport and Recreation**

- Coached multiple youth sports
- Organised and run sports leagues and events
- Create and develop preschool and school aged sports programs
- Promote and market sports and recreation programs.

## **References**

Referees available upon request