

# JASMINE CARTER

## Youth Program Coordinator

(213) 555-0198

jasmine.carter@email.com

Los Angeles, CA

### PROFESSIONAL SUMMARY

Compassionate youth program professional with experience designing and leading community-based programs for underserved teens. Skilled in mentorship, curriculum development, and interagency collaboration. Known for building safe, inclusive spaces that foster emotional, social, and academic growth.

### EDUCATION

#### BA in Psychology

California State University, Northridge |  
Northridge, CA | 2016

#### Youth Mental Health First Aid

National Council for Mental Wellbeing | 2023

#### CPR & First Aid

American Red Cross | 2022

#### Additional Information

- Volunteer Youth Soccer Coach at East Valley YMCA

### SKILLS

- |                       |        |
|-----------------------|--------|
| • Program Development | Expert |
| • Behavior Management | Expert |
| • Youth Mentoring     | Expert |
| • Event Coordination  | Expert |
| • Conflict Resolution | Expert |
| • Team Leadership     | Expert |
| • Grant Writing       | Expert |
| • Risk Assessment     | Expert |

### LANGUAGES

- Fluent in English and Spanish

### EXPERIENCE

2020 - Now

#### Youth Program Coordinator

##### LA Family Housing / Los Angeles, CA

- Design and manage multi-site youth enrichment programs for homeless and housing-insecure teens, incorporating educational workshops, life skills training, and recreational events.
- Lead recruitment and supervision of 15+ volunteers and part-time staff, conducting regular trainings and performance evaluations to ensure consistent program delivery.
- Partner with school counselors, social workers, and local nonprofits to create individualized success plans that addressed academic support, housing stability, and behavioral goals.
- Draft successful grant proposals and secured over \$85,000 in annual funding, supporting program expansion and development of new mental health partnerships.

2016 - 2020

#### Youth Engagement Assistant

##### Boys & Girls Clubs of Metro Los Angeles / Los Angeles, CA

- Facilitated daily after-school activities, mentoring sessions, and educational games for up to 40 middle and high school students in a high-need area of South LA.
- Designed monthly schedules aligned with member interests and tracked outcomes related to academic performance, leadership development, and attendance.
- Supported club-wide parent engagement efforts, developing bilingual resources and organizing evening events that increased family participation by 35%.
- Helped reduce disciplinary referrals by implementing positive behavior supports and restorative practices in coordination with youth development specialists.