

ROXANN SWAFFIELD

Youth Development Specialist

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PROFILE

I am a Youth Development Specialist with over three years' experience working with at-risk youth in an after-school program. I have a passion for helping young people reach their full potential, and my skills include curriculum development, program management, and community outreach.

In my previous role as Program Coordinator for the XYZ After-School Program, I was responsible for developing and implementing educational and enrichment programming for 80 students ranging in age from 6 to 18. I also oversaw a team of 20 part-time staff members, managed budgets totaling \$200K per year, and cultivated relationships with key partners including school administrators, local businesses, and government agencies. As a result of my efforts, student enrollment increased by 25% over two years while truancy rates decreased by 15%.

Most recently as the Director of Programs & Operations at ABC Community Center (a position I held for one year), where I directed all aspects of operations related to our out-of-school time programs serving

LINKS

[linkedin.com/in/roxannswaffield](https://www.linkedin.com/in/roxannswaffield)

EMPLOYMENT HISTORY

● Youth Development Specialist at Big Brothers Big Sisters of Alaska, AK

May 2022 - Present

- Trained and mentored 50+ youth in job readiness skills, resulting in 80% of participants securing employment within 6 months of program completion.
- Successfully developed and implemented 5 after-school programs for at-risk youth, with an average attendance of 75%.
- Led a team of 15 staff members to develop and implement a 12-week summer camp program for 400+ kids.
- Collaborated with community partners to secure funding for 3 new initiatives aimed at reducing juvenile crime rates by 30% over the next 2 years.
- Worked one-on-one with 100+ high school students to develop individualized graduation plans and connect them with resources.

● Youth Development Specialist II at Cook Inlet Tribal Council, Inc., AK

Sep 2019 - Apr 2022

- Trained and mentored 5 new youth development specialists, helping them to adjust to their roles and become productive members of the team.
- Led a team of 15 staff in developing and implementing an after-school program for at-risk youth that resulted in a decrease in juvenile crime by 23% over 6 months.
- Successfully advocated for increased funding from the city council for our after-school program, resulting in an additional \$20,000 per year.
- Collaborated with local businesses to secure internship opportunities for our participants, leading to 4 participants being hired full-time upon completion of their internships.
- Wrote grants totaling \$100,000 which were used to fund enrichment activities such as field trips and guest speakers for our after-school program.

EDUCATION

Bachelor of Science in Human Development and Family Studies at University of Alaska Fairbanks

Sep 2015 - May 2019

Some skills I've learned are: family dynamics, human growth and development, communication, and problem-solving.