

Ceporah Womack-Norris

Group Leader / Assistant Site Coordinator

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240-848-0428

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Group Leader / Assistant Site Coordinator

The YMCA in Central Maryland - Baltimore, MD

November 2015 to March 2018

Promotion of and recruitment for after school and summer programming

Assist with the distribution and collection of student enrollment forms, attendance rosters and consent forms

Maintain a positive relationship with students, parents, and other staff members

Plan, lead and/or assist in activities with groups of children as indicated on the program schedule, including participating in field trips.

Care for and maintain program space, equipment and property used by the children.

Maintain health and safety standards within the entire program.

Attend and participate in staff meetings as called by the Site Director

Assist in identifying and interviewing teachers, partners and staff for after-school program.

Create, review and approve lesson plans.

Develop systems for and supervise academic record-keeping; coordinate and supervise ongoing assessments.

Provide data for and complete reports as required.

Communicate consistently with director, classroom teachers, principal, parents and youth.

Director is responsible for the overall effective operation and quality of the Y Enrichment program. To meet the needs of children, families, and the community within the scope and goals of the program.

Ensure adequate coverage for site at all times.

Fulfills role and responsibilities in the before/after school program including all aspects of safety, risk management, supervision of children and staff, meeting quality guidelines, curriculum standards, OCC regulations, DHMH regulations, and any other standard, policy, or procedure as deemed necessary by the Y of Central Maryland.

Lead staff meetings with site staff and other staff meetings as necessary.

Attend site directors' meetings, monthly curriculum meetings and required Director training.

Train and supervise site staff on OCC regulations, Y policies and procedures, and other standards as set forth by the Y of Central Maryland.

Participates in site-based staff's performance reviews and performance improvement plans meetings (along with coordinator).

Participates in back-to-school nights, parent committees and Y special events as requested by Coordinator.

Communicate regularly (at least monthly), orally, and in writing with school principal and will participate in faculty and committee meetings when school allows.

Accurately document attendance, and emergency information on each child.

Maintain up-to-date records on all enrolled children.

Summer Outreach Coordinator

The Family League of Baltimore - Baltimore, MD

May 2015 to August 2015

Managed the Super Summer website, including daily data uploads, updating current content, and ensuring consistent language and branding

Ensured timely, consistent, and relevant social media posts are made in accordance with the Super Summer outreach plan and the League communications plan

Attended all Super Summer public outreach events

Coordinated with the Communications Associate to ensure photographs are taken at Super Summer events and added to the organizational photo library

Worked cooperatively with partner organizations and the Mayor's Office to ensure project deadlines and expectations are met

Ensured the consistent branding of Family League in all internal and external materials

Worked closely with departmental staff and the Coordinator of HR & Executive Support to manage the relationships with outside vendors relevant to the Super Summer work

Assistant Site Coordinator/ Learning Coach/ Volleyball Coach/AmeriCorps Member

Elev8 Baltimore - Baltimore, MD

September 2012 to August 2015

Planned and conduct academic enrichment time for a group of 15-20 students during after school hours

Served as a facilitator or assistant to implement after school and summer program activities and other special events,

Provided classroom management support during recreational, arts and developmental activities for youth

Collaborated with athletic, social and cultural enrichment partners to implement after school and/or summer activities

Updated and created attendance logs for over 100 students in multiple activities

Promoted of and recruitment for after school and summer programming

Assisted with the distribution and collection of student enrollment forms, attendance rosters and consent forms

Supervised and organized bi-weekly large community food bank

Elective Teacher

Elev8 Baltimore - Baltimore, MD

June 2013 to August 2013

Design an elective class syllabus, outlining objectives and activities for each class during the term

Be prepared and on time for every class session with a complete lesson plan and necessary materials

Supervise and manage a class of between 10 and 20 students actively engaged and learning new skills

Support Higher Achievement's Learning Community by linking the subject matter taught with the principles of freedom, justice, solidarity, and community voice

Reinforce Higher Achievement's philosophies and positive work culture with students

CASA Academy Peer Mentor

Morgan State University - Baltimore, MD

June 2009 to August 2011

Helped ease the transition from high school to college for students

Assisted in supplemental academic instruction, as well as, personal and leadership development seminars

Worked one on one with students to improve in core areas in order to gain University admission

Planned activities for the students to enjoy that incorporated the academic and social aspects of college life

Camp Counselor

Montgomery County Department of Recreation - Potomac, MD

June 2008 to August 2008

Supervised children in summer day camp and after care program

Created activities for children such as games, arts and crafts

Program Aide

Maryland Park and Planning Commission - Greenbelt, MD

2005 to 2007

Supervised activities with children in day camp programs

Developed programming for Holiday Week day camps

Manager of snack bar

Life guard and pool attendant

Education

Bachelor of Arts in Government and Public Policy

University of Baltimore

May 2016

Bachelor of Science in Telecommunications/ Broadcast Journalism

Morgan State University

May 2012