

Jimmy R Jones
[REDACTED]

Mount Holly NJ 08060

To Whom it May Concern,

As an ambitious professional with extensive experience and leadership skills I am submitting my cover letter and resume for the position as the Mount Holly Township Recreation Director. I believe my 20+ years experience of coaching and overseeing community activities has prepared me for this position. I have been able to oversee recreational programs for youth in the community, coaching on multiple different levels from 5-year-olds to adults. I also possess a wide range of knowledge in the field that will make me contribute to the success of the organization.

My background includes assuming responsibility of creating and implementing recreational programs, marketing special activities and events. I excel in analyzing recreational needs and resources and have an extraordinary capacity to connect well with key stakeholders, community groups and the youth in the community.

With my ability to balance organizational objectives, and productive relationships, along with my dedication to managing any type of recreational event. I believe I will be an asset to your organization.

Enclosed please find my resume for review. I look forward to speaking to you soon. Thank you in advance for your consideration.

Sincerely,
Jimmy R Jones

Jimmy R. Jones

[REDACTED] Mount Holly NJ 08060

Email: [REDACTED]

Career Objective:

To obtain a career opportunity within an established company where my experience and dedication will gain me a position of substantial responsibility.

Education:

9/94 – 6/97 Rancocas Valley high School, Mt. Holly, NJ
Diploma
Degree: 6/97; GPA: 3.0

Work Experience

Inspection Supervisor & Transportation Supervisor, OTC- 2016 to present

- Coordinate transportation for adult with developmental disabilities
- Supervise 5-10 employees
- Supervise and instruct building maintenance team
- Maintain inventory of supplies
- Supervise Recreational outing as required

Operations Counselor, Community Education Center Bo Robinson

- Effectively supervise furloughs and visits
- Ensure the safety of residents and staff
- Maintain security of facility, 80-1 ratios
- Training and Supervisor
- Administrative Responsibilities

Shift Supervisor, Juvenile Justice Commission, Costello Prep

- Maintain safety and security of youth and staff
- Customer Relations
- Supervise 4-8 staff
- Scheduling
- Delegation of assignments and tasks

Youth Counselor, Children's Home

- Monitored Program Residence
- Supervised chores and daily responsibilities
- Activity Coordination
- Maintenance

Driver, Jaron's Furniture

- *Delivery and assembly*
- *Money Management*
- *Route Navigation*
- *Customer Relations*

Summary of Qualification:

- Strong Leadership Skills
- Ability to Deal with Different Types of People
- Multi-Task
- Problem Solving skills
- Computer Skills
- Management ability
- Professionalism

Awards and Accomplishments

- 20+ years football head coaching experience (from 5-year-olds in Pop Warner to Adults in semi-pro league)
- Certified thru the University of Rutgers for coaching
- 17+ years of basketball head coach experience (from 7-year-old children to adults)
- Served on multiple boards starting youth and adult leagues in Burlington County, and Atlantic County Youth church leagues
- Years of experience organizing basketball events below:
 - Gary Forthsyte neighborhood tournament 2011- 2013
 - Mt Holly men's basketball league 2014
 - Muck City Men's and Youth leagues 2015-2021
 - JymJonez Classic 2021
 - **Rock'n Wit Reek 2023**

Commissioned and Assisted in numerous Youth and Adult Programs

- CEO of K.A.H.R.E.E
- President of Devoted Kings
- Youth Counselor/Mentor

Reference