

Harold Bentley

Continue to gain experience as an Athletic Administrator, while simultaneously using the M.S degree in Sport Management I obtained to the best of my ability.

Marlton, NJ 08053

h.bentley3rd88@yahoo.com

+1 609 457 6702

Continue to gain experience as an Athletic Administrator, while simultaneously using the M.S degree in Sport Management I obtained to the best of my ability.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Director of Recreation

City of Atlantic City - Atlantic City, NJ

January 2022 to April 2023

- Assist in the selection of all parks & recreation personnel.
- Supervise all parks & recreation personnel.
- Supervise the preparation of and approve requisitions for parks & recreation supplies and materials.
- Develops and implements policies related to parks & recreational activities.
- Supervise the maintenance of records for parks & recreational activities and personnel.
- Interacts constantly with the public in a diplomatic manner.
- Develops innovative cost-effective programs to meet community needs.
- Oversees and arranges use of facilities for various parks & recreational programs.
- Oversees Enterprise funds related facilities under the Parks & Recreation Department prevue.
- Oversees municipal pools, boathouse, and aquatics programs.
- Ensures proper use of parks & recreational facilities through education and management.
- Supervises training for assistants, referees, scorers, timers, and related positions.
- Coordinates parks & recreation staff development and implementation of community parks & recreation programs.
- Prepares agendas and keeps minutes of all parks & recreation commission meetings.
- Presents to City Council and Committees as requested regarding parks & recreation department related items.
- Develop and present annual budget to City Council.
- Manages departmental budget ensuring effective use of budgeted funds.
- Interacts with vendors.
- Performs cost control activities.
- Monitors revenues and expenditures.

Coordinator of Competitive Sports

UNIVERSITY OF CONNECTICUT RECREATION CENTER - Storrs, CT

June 2021 to January 2022

Personnel Management

- Provide supervisory support to student employees in the performance of their daily responsibilities

- Promote and maintain high-quality performance standards for competitive sports student personnel
Implement ongoing student employee training and development programs

- Evaluate student employee performance, providing written evaluations on an annual basis
- Maintain employee scheduling, monitor for accuracy, and provide payroll verification
- Collaborate with Recreation Human Resources during ----Centralized Student Employee recruitment, hiring, recognition, and retention processes

Program Management

- Serve as Competitive Sports Site Manager ensuring program policy, maintenance, safety, and customer service needs are met

- Assume administrative and management leadership of assigned Leagues and Tournaments
- Provide ongoing advisement to assigned Club Sport Teams
- Provide logistical support for programmatic units with the delivery of member services
- Coordinate competition site and equipment maintenance with internal and external constituents

Implement risk management policy and procedure for all activities

- Provide timely and accurate incident, accident, risk management, and maintenance reporting
- Maintain accurate and accessible records related to all -Competitive Sports activities including participation and financial reporting
- Maintain accurate inventory of all programmatic equipment and operational resources
- Provide direct support of events hosted by UConn Recreation
- Assist with planning, development, promotion, and execution of a comprehensive ongoing schedule of competitive sports programming
- Develop and expand professional knowledge of competitive sports programming in order to ensure quality and provide a wide range of activities that meet the needs of students
- Drive department vehicles in support of satellite operations including competition site supervision, facility and field maintenance, and scheduled special events

Planning & Assessment

- Provide timely and accurate reporting of Competitive Sports participant usage and financial data
- Recommend operational and programmatic changes based on continuing need assessment
- Assist in the development of the annual operating budget and the end of year report
 - Recommend annual program, equipment, facility, maintenance, policy, and budgetary needs

Additional Duties

- Provide leadership for assigned departmental programs and events
- Instruct CPR/First Aid/AED classes
- Serve on department or university assigned work teams and committees
- Serve as Student Recreation Center Manager on Duty as required

Director of Championships

Metro Atlantic Athletic Conference - Edison, NJ

August 2019 to June 2021

- Develop league schedules & liaison for assigned sports- Soccer, Swimming & Diving, Tennis, Lacrosse, and Baseball
- Plan and conduct sports, championships, and special events within the MAAC Conference
- Development of in-season & Championships policies, conduct coach's meetings, and assist with conference championship public relations program
- Interact and oversee officiating operations for assigned sports- Soccer, Swimming & Diving, Tennis, Lacrosse, and Baseball

- Oversaw community outreach initiative - "MAAC Gives Back" in Atlantic City, home of the 2020-2023 MAAC Basketball Championship
- Oversaw entire championship ticketing operations, Awards program
- Coordinated segments of 2020 MAAC Basketball Championships Operations- Practice Schedules, Kid's Day, Bounce to the Boardwalk
- Assist other Championship Director's with assigned sports- Basketball, Volleyball, Track & Field, Water Polo, and Golf
- Assist with the 2019 Basketball Hall of Fame Invitational- Barclays Center, Brooklyn, NY | MAAC vs. ASUN Challenge- ESPN Wide World of Sports, FL

Sport Program Coordinator/ Lead Accelerated Reader Teacher/ Mentor

Atlantic City Board of Education - Atlantic City, NJ

May 2016 to January 2019

- Supervised 25 full time Accelerated Reader Teachers, Educators, and Assistants & recruit, hire, train, supervise, evaluate 50 support staff in the department of Title I and Recreational Services
- Coordinate events within the department of Title I and Recreational Services (Recreation, Aquatics, Gymnasium- Youth & Adult Athletic Leagues, Weight Room, Dance Studio)
- Mentor: regular meetings with at-risk students (grades 2 - 8) to discuss academics, social behavior, athletics, nutrition, and goal setting
- Development of master schedule | Develop/plan/coordinate/execute of Accelerated Reader program, celebrations, trips, and displays
- Develop/plan/coordinate/execute Parent Resource Center workshops/ activities (Nutrition Night, Career Night, Back to School Night)

Communications Graduate Assistant

University of Connecticut - Storrs, CT

August 2015 to May 2017

- Managed sport management website content (calendar, publishing of articles)
- Alumni communications liaison
- Management of internship and alumni database
- Facilitation of virtual open house

Athletic Director's Office Assistant

Univerisyt of Maryland- Maryland Athletics - College Park, MD

January 2010 to May 2013

- Assisted with Athletic Event Operations
- Assist Director of Athletics with daily meetings in each unit of Maryland Athletics: Academic Support, Business, Compliance, Development, Director's Office, Facilities, Marketing, HR, and Ticket Office
- Completed day-to-day operations within Director's office: Emerging Leader participant, order purchase, facility tours, hosting donors/ fans at athletic events, and other assigned duties

Education

Master's of Science in Sport Management

University of Connecticut

May 2017

Bachelor's of Science in Sports Management

Towson University

May 2013

Skills

- Sport Management & Marketing (8 years)
- Sport Programming/Coordinating (5 years)
- Budgeting (5 years)
- Planning/Facilitation (10+ years)
- Master Scheduling (8 years)
- Event Planning/Management (6 years)
- Team Leadership/Collaboration (10+ years)
- Strategic Planning (5 years)
- Facility Management/ Maintenance (5 years)
- Processional Development Facilitator (5 years)
- Sports Writing Experience (4 years)
- Social Media Platform Management (4 years)
- Website Design/Management (4 years)
- Database Management (10+ years)
- Aurora WordPress Trained (4 years)
- Teacher Assistant

Certifications and Licenses

CPR Certification

First Aid Certification