

Dear Mayor and City Manager:

After 25 years of recreation administrative experience, I feel uniquely qualified for the City of Annapolis Recreation and Parks Director position. I would be very excited to have an opportunity to interview for the aforementioned position.

My passion for recreation led me to Morgan State University, Baltimore, MD where I graduated with a Bachelor of Science Degree, Physical Education with a concentration in Recreation.

Ever since my first recreation administrative position as Associate Physical Education Director at the now defunct Central Branch YMCA, Baltimore, MD, I have been passionate about four things: developing and implementing quality recreational programs for diverse populations, establishing sports opportunities for youth and adults, creating after school / out of school programs and activities to meet the needs of students, and to gain experience, education and training that will help me to become an executive recreation administrator.

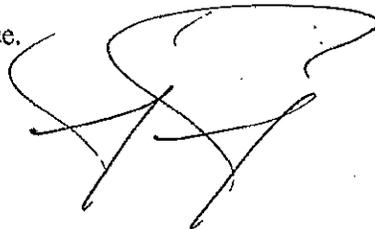
As you can see from my resume, I have held diverse recreation administrative and management positions with organizations and agencies such as the Druid Hill YMCA, Baltimore, MD, National Youth Sports Program (NYSP), Baltimore, MD, Maryland House of Corrections, Jessup, MD, and currently the Annapolis Recreation and Parks Department, Annapolis, MD.

In these positions, I have made many accomplishments in the areas of recreation program development, recreation event planning and implementation, sports, fund raising and after school / out of school educational programming. Additionally, I have personally developed and established working partnerships with numerous organizations, businesses and agencies in and around the City of Annapolis. Furthermore, I am an active member of two important City of Annapolis committees. Also, I actively serve as a member of other non-profit organizational committees in the City of Annapolis. In the past, I was a member of the Central Branch YMCA Diversity Committee and attended the YMCA of the U.S.A. Diversity Initiative Training in Philadelphia, Pennsylvania, and subsequently attended the YMCA National Diversity Initiative Conference in Cincinnati, Ohio.

While my experience and education more than qualifies me for any number of successful recreation and parks departments throughout the country, it is my personal goal to be apart of a robust urban recreation and parks department that serves a diverse constituency. Thank you for your consideration.

I anticipate your response.

Sincerely,
Archie J. Trader III



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Objective

To acquire a recreation administrative position, where I can facilitate opportunities for departmental strategic planning and development; staff development; community outreach; and community partnership.

Summary

I offer 25 years of recreation administrative and management experience, a B.S. degree in Physical Education with a concentration in Recreation, and a comprehensive background in the following areas: program planning and management and implementation, sports management, recreation marketing, grant writing, strategic planning. Ability to analytically study and assess community needs and develop programs, activities and events accordingly.

Education

Morgan State University, Baltimore Maryland
Bachelor of Science in Physical Education 2002
College of Education

Professional criteria in the field of recreation

Program Development

- Planned and supervised recreation and sports programs for the Central Branch YMCA (defunct), Baltimore, MD, Maryland House of Corrections, Jessup, MD, Druid Hill YMCA, Baltimore, MD, National Youth Sports Program (NYSP), Morgan State University, Baltimore, MD, and currently Annapolis Recreation and Parks Department (ARPD) / Stanton Community Center (SCC), City of Annapolis, MD.
- Developed and supervised the A division, B division and Vietnam division of the MD. House of Correction Basketball league, also, developed and supervised 2 softball leagues, an annual weight lifting event (Olympic Dead Lifting), hand ball leagues and hand ball tournaments at the Maryland House of Correction... 1987-1991
- Organized, developed and supervised the first Morgan State University, NYSP round trip Boat Cruise from the Baltimore Inner Harbor to the Annapolis City Dock... Summer 2004
- Developed, organized and directed the first Druid Hill YMCA Family 10k Run and 5k Walk Community Fund Raiser Event... 2005
- Established the first SCC Donation Account in collaboration with the Director of the Annapolis Recreation and Parks Department and the City of Annapolis Finance Department Director... 2006 - present

- Developed and supervised the winter Zastro Simms Youth Basketball (ZSYBL), clinic, 8-9, 10-11 and 12-13 divisions at the ARPD / SCC...2006 - present
- Develop and supervise the Summer Neighborhood Basketball League (SNBL) "Get Real with Yourself", 13 – under / 17 – under divisions...2007-present
- Nurtured and managed the first ever SCC Tennis program and the SCC 10 & Under Tennis Program - formally known as "Quick Start"...2007 - present
- Organized, developed and supervised the first round trip ARPD / SCC, Summer Enrichment Camp Boat Cruise from the Annapolis City Dock to the Baltimore Inner Harbor...Summer 2007
- Planned and organized the first ARPD / SCC, After School Homework Club Banquet in which Dr. Kevin M. Maxwell, Superintendent, Anne Arundel County Public Schools gave the greetings...2011
- Developed and administered the first after school ARPD / SCC Language Arts and Reading Program...2012 - 2013

Working in Partnership

- Merrill Lynch of Annapolis donated over \$25,000.00 in cash and \$8,00.00 in-kind donations to the ARPD / SCC recreation programs...2006
- Created and developed in partnership with the Housing Authority of the City of Annapolis, the Summer Neighborhood Basketball League (SNBL) "Get Real with Yourself", 13 – under / 17 – under divisions...2007-present
- Created and developed in partnership with the Annapolis Area Tennis School, the first ever SCC Tennis program and the SCC 10 & Under Tennis Program - formally known as "Quick Start"...2007 - present
- Telecommunication Systems, Inc. (TCS) donated \$10,000.00 to the ARPD / SCC recreation programs...2008
- The Housing Authority of the City of Annapolis partners with the ARPD / SCC by co-sponsoring the SNBL, field trips, summer camp events and they provide additional outdoor swimming for ARPD / SCC Summer Enrichment Camp participants.
- The Annapolis Area Tennis School (AATS) partners with ARPD / SCC by providing cash payments for indoor tennis time, in-kind tennis equipment donations and tennis instructor fees.
- St. Anne's Episcopal Church of Annapolis partners with ARPD / SCC by providing volunteer tutors for the SC After School Homework Club, sponsors the SC Teen Camp, provides numerous cash donations and in-kind food / snack donations
- The Summit School of Edgewater, MD partners with the ARPD / SCC by conducting the after school "Literacy counts" 1:1 tutoring to 1st – 3rd graders at the SCC.

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Committee Memberships

- Coalition for Safe Communities (CSC)
- Disproportionate Minority Contact (DMC) Reduction Committee
- Annapolis Area Tennis School Board Member (AATS)
- City of Annapolis Grant Committee
- City of Annapolis Safety Committee

Professional Association Memberships

- National Recreation and Parks Association (NRPA)
- Maryland Recreation and Parks Association (MRPA)

Recreation Administrative / Management Experience Full Time

**City of Annapolis Recreation and Parks
Recreation Program Manager**

**Annapolis, Maryland
2006 – Present**

- Supervise 2 full time recreation civil service employees and numerous volunteers
- Develop, supervise, and implement youth recreation programs, youth / adult sports and after school education programs, events and activities
- Regulate Stanton Community Center - Recreation Budget. Market programs
- Create and establish partnerships with Annapolis City agencies and Anne Arundel County Public Schools, AA County agencies, and non-profit organizations
- Develop and implement fund raisers
- Complete and submit grant applications

**Druid Hill Family YMCA
Program Director**

**Baltimore, Maryland
2005 - 2006**

- Supervised and managed exercise class instructors, fitness staff and aquatic staff
- Managed aquatics department, fitness department, youth basketball programs, physical education department, and fitness department
- Developed fitness programs, and basketball programs
- Supervised the installation of a new Polaris weight lifting machine system, and Fitlinxx, a computerized fitness monitoring system
- Managed facility operations.
- Developed fund raising events
- Developed budget

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Maryland House of Correction
Recreation Supervisor II*

Jessup, Maryland
1987 - 1991

- Supervised 14 - 16 inmate recreation staff workers
- Developed, directed and supervised a multitude of sports leagues, tournaments, and recreation activities. Managed prison gymnasium and outdoor facilities.
- Coordinated, and supervised the Sports Machine Recreation News Letter

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YMCA Central Branch
Associate Director of Physical Education

Baltimore, Maryland
1979

- Managed facility operations and facility staff
- Taught on-site physical education classes to elementary school students
- Instructed on-site Racquetball Classes

*1987, I laterally transferred from Correctional Officer to Correctional Recreation Supervisor. In 1991, Maryland Governor Schaffer eliminated all correctional recreation supervisor positions, at which time; I returned to the correctional officer position and subsequently retired in 2003.

Recreation Management Experience

Part time / Seasonal

Georgetown University
Jabo Kenner Summer Basketball League
Assistant Commissioner

Washington DC
1995 - 1999

- Managed score keepers, time keepers and concession staff
- Supervised high school, college and pro -amateur basketball games

Morgan State University Recreation
Associate Recreation Director - Internship

Baltimore, Maryland
2002 - 2003

- Supervised Morgan State University student work-study staff
- Coordinated intramural basketball and football programs
- Managed Hurt Gymnasium during open gym / student recreation hours
- Managed weight lifting and fitness areas in Hurt Gymnasium

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National Youth Sports Program (NYSP)
Morgan State University
Activities Director

Baltimore, Maryland
Summer 2003 & Summer 2004

- Directed, and supervised 23 auxiliary, support, professional, and project aide staff
- Developed, and implemented soccer, basketball, swimming and track programs
- Developed and implemented youth self development and education programs
- Managed Hill Field House, Hurt Gymnasium & Hurt Gym Swimming Pool
- Directed, and supervised food service program
- Developed and trained staff
- Regulated budget

Employment History

Chesapeake Bay Middle School
Physical Education Teacher

Pasadena, Maryland
2003 - 2004

- Taught students the fundamentals, and principles of sports, game activities, and fitness as a permanent substitute

Maryland Division of Correction
Correctional Officer II - Retired

Baltimore, Maryland
1983 - 2003

- Supervised, managed and transported adult inmates in various capacities
- Maintained security at various post assignments
- In addition to regular correctional officer duties, served as Public Information Officer (PIO) at the Maryland Reception Diagnostic Classification Center, Baltimore, Maryland

Program Marketing and Promotional Advertisement

Newspaper Articles

- Young, Nicole. "Oasis from crime rebounds with help of donations." The Capital, Jan. 27, 2007: Front page
- Elliott, Lexie. "Stanton Center gets taste of NYC." The Sunday Capital, My Time, Dec. 30, 2007: D3
- Winters, Wendi. "Basketball League brings public housing youth together." Capital Gazette.Com, posted August 4, 2008, 12:00 AM
- Beck, Rob. Summer Skill, Annapolis summer league returns to teach more than basketball." The Capital, June 12, 2009: Sports A7
- Beck, Rob. "Working on their skills, Annapolis basketball league provides a positive impact." Crofton News-Crier, June 18, 2009: Sports B
- Sherbun, Daniel. "Score one for the kids, Basketball games big part of Stanton Center fund raiser." The Sunday Capital, June 21, 2009: Sports C
- Trader III, J. Archie. "More than just a championship game." The Sunday Capital, My Time, Sept. 20, 2009: D6
- Trader III, J. Archie. "Fundamentals First basketball camp celebrates 17 years." The Sunday Capital, My Time, July 3, 2011: B8
- Trader III, J. Archie. "Stanton Center Homework Club notes closing of school." The Sunday Evening Capital, My Time, August 14, 2011: page A9
- Trader III, J. Archie. "After School Homework Club celebrates at banquet." The Sunday Capital, My Time, July 15, 2012: page A7

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Blog Post

- Trader III, J. Archie. "What Recreation Professionals Need to Know About Marketing (Guest Post)." Active Network – Communities Blog, Editor Henry O'Loughlin; Feb. 5, 2013

Computer Application Skills

- Group Wise.....Proficient
- Print Shop 23.....Proficient
- Microsoft Excel.....Moderate
- Microsoft Word.....Proficient
- Google Chrome.....Proficient
- Munis.....Moderate
- Google Chrome

References available upon request
