

Robert Vandegrift Jr.
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**RECENT
EXPERIENCE**

PROGRAM MANAGER – LOWER MAKEFIELD TOWNSHIP **04/2024 – CURRENT**

Organize and direct Camp LMT and Tween Adventures Camp, which host nearly 300 unique children.
Find programming contractors, while maintaining up-to-date contracts and certifications for each.

PROGRAM COORDINATOR – WHITEMARSH TOWNSHIP **10/2021 – 04/2024**

Plan, budget, find instructors, and run recreation programs for youth, adult and senior residents.
Organizer and Director of the DHS licensed Cedar Grove Summer Camp, one of only a few P&R run DHS licensed camp in Montgomery County.
Acquired over \$165,000 in grants, scholarships, and sponsorships in a single calendar year to help improve and support a variety of programs.
Coordinating over 30 scheduled programs for the current Winter/Spring season.
Main point of contact for P/T staff members for HR purposes.
Updated and added new benefits to sponsorship packet, while creating a document to track sponsors and their benefits.

RECREATION ASSOCIATE – WHITEMARSH TOWNSHIP **02/2021 – 10/2021**

The main point of contact for facility rentals, outside promotional emails, and a few recreation programs.
Maintain minutes for multiple boards in the Township, which required a near word-by-word accounting of the meetings.

RECREATION ASSISTANT – WHITEMARSH TOWNSHIP **06/2020 – 02/2021**

Assist in the continued operation of the Parks and Recreation department for Whitemarsh Township.
Provide public with any information, registration or refunds they require.

COMPLIANCE COORDINATOR, ARMY - WEST POINT **07/2017 – 12/2019**

Provided interpretations regarding bylaws 12, 13, 14, 15, 16 and 17.
Prepared and submitted violations, waivers and yearly paperwork to the NCAA.
Helped implement Teamworks as a department-wide software and digitized many compliance department practices through workflow usage.
Alerted coaches to rules, what to expect and how to proceed.
Maintained accurate rosters for over 1000 student-athletes and processed over 1200 visits.
Member of Leadership Development group and established plans for better community development.

COMPLIANCE ASSISTANT, MARIST COLLEGE **10/2016 – 06/2017**

Handle all aspects of playing and practice logs for 23 teams.
Extensive use of compliance and departmental software.
Provided interpretations and found permissible solutions on all bylaws for coaches and athletics staff.
Facilitated the integration of ARMs software into the athletics department.
Updated compliance manual to reflect new processes and new legislation.

COMPLIANCE ASSISTANT (TEMP), PRINCETON UNIVERSITY **01/2016 - 05/2016**

Being the contact for CARA logs and participation forms for 38 varsity sports.
Interpret questions from coaches and staff in reference to bylaws 12, 13, 16 & 17.
Assist in preparation of compliance documents for the NCAA.

	Track and prepared 75+ major athletic awards for student-athletes.	
	COMPLIANCE INTERN, PRINCETON UNIVERSITY	09/2015 - 12/2015
	Extensive use of ARMS Software, reviewing potential recruiting violations.	
	Reviewed and discussed Ivy League rule updates.	
	Update compliance information and format information for athletics website.	
PROFESSIONAL VOLUNTEER EXPERIENCE	ARCADIA UNIVERSITY ATHLETIC DEPARTMENT	SUMMER '15 & '16
	Assist with organization of annual golf outing including donor contact, prize gathering and assembly. Raised over \$4000 for the event.	
	Completed Sport Sponsorship and Demographic and organized NCAA paperwork.	
	IVY LEAGUE WOMEN'S ROWING CHAMPIONSHIP	05/15/2016
	Volunteered for the women's rowing championship.	
PART TIME EXPERIENCE	TRIVIA HOST, LET'S GO TRIVIA	01/2018 - 09/2019
	Host engaging trivia and creating lasting relationships with local patrons.	
	SOCIAL MEDIA COORDINATOR, VILLEGAS LANDSCAPING	11/2016 - 08/2017
	Create and maintain online presence for landscaping company.	
	MHT, FOUNDATIONS BEHAVIORAL HEALTH	04/2014 - 02/2016
	Assist in leading therapeutic activities for pediatric inpatient facility while observing, recording and treating problem behaviors demonstrated by patients.	
LICENSES AND CERTIFICATIONS	CPR/AED/FIRST AID	AMERICAN HEART ASSOCIATION
	Expires 06/2026	
	SERVSAFE MANAGER	SERVSAFE
	Expires 09/2029	
EDUCATION	M.S. SPORTS AND ENTERTAINMENT MANAGEMENT	NEUMANN UNIVERSITY
	Graduated Dec. 2015	GPA: 4.0/4.0
	B.S IN PSYCHOLOGY	UNIVERSITY OF PITTSBURGH
	Club Crew '08-'10	GPA: 3.01/4.0