

# Timothy O'Shea

(856) 230-5019 | timothyposheajr@gmail.com | Clayton, NJ

## PROFESSIONAL EXPERIENCE

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### Summer Camp Director

Mar 2022 - Present

*Friends School Mullica Hill*

Mullica Hill, NJ

- Oversee eight-week day camp positioned to generate revenue for the larger 501(c)(3) school organization
- Evaluate effectiveness, safety and engagement to drive improvement and capture metrics for leadership.
- Meet a \$70,000+ annual profit target through pricing strategy, vendor negotiation, and enrollment forecasting.
- Increase weekly enrollment through outreach, referrals, and program repositioning.
- Serve as the primary point of contact for prospective families managing calls, emails, and in-person meetings.
- Convert prospective families into paying registrants through consultations and value-driven messaging.
- Present program development propositions to administration.
- Collaborate with multiple internal teams to streamline communication channels and resolve issues
- Built long-term relationships with vendors and negotiated contracts
- Manage registration pipeline using ACTIVE software platform
- Track expenditures, revenue and profitability metrics
- Hire and lead a team of 20+ and oversee payroll and operations budgets.
- Manage registration and scheduling workflows ensuring all meet compliance and operational standards.
- Escalate and resolve operational discrepancies

### Athletic Director

Aug 2022 - Present

*Friends School Mullica Hill*

Mullica Hill, NJ

- Coordinate multi-season athletic programs serving 50+ student-athletes each year.
- Manage scheduling, transportation, and vendor relationships
- Communicate with opposing Athletic Directors, bussing coordinator, and referee assignor(s)
- Deliver consistent updates to families and leadership, strengthening engagement and retention.
- Create a relationship with, and communications pipeline for, athletics alumni.
- Maintain athletic facilities including soccer and field hockey field, basketball court and equipment storage

### Phys. Ed. Teacher

Aug 2022 - Present

*Friends School Mullica Hill*

Mullica Hill, NJ

- Manage instruction across PreK-8, coordinating multi-grade schedules while maintaining program quality, accuracy, and compliance with school standards.
- Lead execution of large-scale school events (Field Day, Pep Rally, Halloween Parade, Spirit Week) coordinating logistics, staffing, timelines, and risk mitigation.
- Collaborate with administration and faculty to ensure operational alignment and resolve day-to-day issues in real time
- Maintain facility and equipment oversight to ensure safety, accountability, and compliance with protocols.

### Extended Day Coordinator

Aug 2022 - Present

*Friends School Mullica Hill*

Mullica Hill, NJ

- Administer daily operations, including attendance tracking, billing, and staffing rosters.
- Apply strong attention to detail when verifying records, reconciling discrepancies, and ensuring operational accuracy.
- Communicate consistently with parents, employees, and leadership to address concerns, clarify operational changes, and support service continuity.

## EDUCATION

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### MS in Elementary Educ. Pre K-4th Grade

May 2021

*Saint Joseph University*

Philadelphia, PA

### BS in Business Administration Major: Finance Minor: Intl Business- Latin America

May 2019

*Seton Hall University*

South Orange, NJ