



# CITY OF FORT PIERCE

100 NORTH US HWY 1  
FORT PIERCE, FLORIDA 34950  
(772) 467-3065 fax (772) 467-3841

RECEIVED  
MAY 09 2019  
HUMAN RESOURCES  
CITY OF FORT PIERCE

## APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Name of Board or Boards for which you are applying: Civil Service Appeals Board

Name: <u>Jerome E Todd SR.</u>	Phone: <u>772-318-8079</u>
Home Address: <u>690 N.W. Kingston Street</u> City/Zip Code: <u>St Lucie, 34983</u>	How long at this address? <u>12 years</u>
Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation: <u>semi Retired</u>	
Do you own a business that operates within the City of Fort Pierce? If yes, list the address and nature of said business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Do you now or in the future plan to do business with the City of Fort Pierce? If yes, in what capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are you employed by a business that is located within the City of Fort Pierce? If yes, state the business and location: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Do you have special training or knowledge in the area of: Architecture: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Engineering: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Real Estate Brokering: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contracting: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Land Development: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Other: Describe your education, background, training and knowledge – (feel free to attach a resume): <u>Please see resume</u>	
Are you currently a member of a Commission-appointed board/committee? If yes, please specify: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever been convicted of a felony? If yes, what was the nature of the crime(s) you were convicted of: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Referred by:	Applicant Email Address: <u>Jerome.Todd@comcast.com</u>
Date: <u>5/9/19</u>	Applicant's Signature: <u>[Signature]</u>

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.  
Please return form to: City Clerk's Office – 100 North US Hwy 1, Fort Pierce, Florida 34950  
fax (772) 467-3841 or via email at lcox@city-ftpierce.com

**Jerome E Todd Sr**  
690 NW KINGSTON ST  
PORT SAINT LUCIE, FL 34983  
Phone: (772) 336-1705  
Email: jerometodd@gmail.com

#### Profile

Looking for a career with a fast paced company with many chances to advance. I would like to utilize my experience and leadership in mentoring, providing trainings, encouragement and motivation.

#### Professional Skills

- Non-Violent Crisis Intervention
- Certified Red Cross Trainer
- Train The Trainer
- Primary Leader
- 20 Years of supervising staff
- Oversee the Daily operations of youth programs
- Veteran of US Army 82nd Airborne Division

#### Experience

##### Patient Services/Security Manager

09/2015 - 04/2018                      Dynamic Life Recovery Ctr                      Fort Pierce, FL

- Supervised 14 Behavioral Health Technician
- Responsible for shift scheduling all staff trainings
- Internal investigation dealing with staff and patients concerns
- Provided a detail report for supervisor
- Scheduled transportation for patients to any appointments off campus
- Supervised the maintenance department and housekeeping
- Responsible for the upkeep of the facility's ordering supplies to meet the need of staff and patients.

##### Life Coach

11/2013 - 06/2015                      Eckerd Youth Alternatives                      Port Saint Lucie, FL

- Actively engage with youth (ex-gang members, gang affiliated, youth with backgrounds and social/family issues) in the center and community in preparation for life and educational experiences by encouraging them to explore learning opportunities while persevering to challenging tasks.
- Interview, review records, and confer with other counselors to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific programs.
- Complete and maintain accurate records or reports regarding histories and progress, services provided, or other required information.
- Confer with youth to discuss options, develop short and long term goals with a plan to reach them while accessing needed services.
- Provide crisis intervention individually or in group sessions in overcoming background situations, adjusting to life or making changes
- Complete at least 10 hours of professional development each year.

##### Unit Director

06/2005 - 05/2013                      Boys and Girls Club of St Lucie County                      Fort Pierce, FL

- Managed the training and supervision of up to 7 staff and volunteer workers in enforcing rules and regulations of recreational facilities while maintaining discipline and the assurance of safe and fun activities.

- Greet new arrivals to activities, introducing them to other participants, explaining facility rules while encouraging participation.
- Organized, led, and promoted interests in recreational activities, such as arts, crafts, sports, games, camping, and hobbies.
- Encouraged educational opportunities by scheduling events with military branches, vocational schools, service industry professionals and local colleges.

**Assistant Director**

06/1997 - 06/2005

S.T.O.P. Camp

Hobe Sound, FL

- Assisted the Program Director in the daily operations of the camp.
- Conducted the interviewing, hiring and training of new personnel.
- Prepared staff work schedules and assigned specific duties.
- Directed and supervised staff in the planning, scheduling and coordination of all activities.

**Education**

Issuing Institution	Location		Course of Study
Brookline College	FL	Bachelor's Degree	Management
Currently working on a Bachelor's Degree in Management			
Red Cross	Vero Beach, FL	Vocational School Certificate	CPR Trainer
Valencia College	Orlando, FL	Vocational School Certificate	Train the Trainer
This course taught different techniques on how to train employees.			
Bocas	Amityville, NY	1 Year of College or a Technical or Vocational School	Electronic Tech and Computer Repair

**Certifications**

Certification Title	Issuing Organization	Completion Date	Expiration Date
Restorative Justice And Victim Impact	DJJ West Central Region	03/2003	
Instructor Techniques Workshop	Criminal Justice Institute	10/2004	
Non-Violent Crisis Intervention	Children Services Council Of Palm Beach County	01/2005	
Instructors Red Cross Training	Red Cross	02/2009	02/2017

**Achievements**

- Volunteer Speaker at locale High Schools
- Volunteer Wrestling Coach- Ft Pierce Central High School
- Army Achievement Award
- Good Conduct Award
- Army Service Ribbon
- Parachute's Badge
- NCO Professional Development Medal
- Teaching Basic computer skills to senior citizen
- Electronic Technician