

# LARRY O'DONNELL

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Tuesday, May 20, 2025  
Hellertown Borough Council  
Attn: Council Members  
685 Main Street  
Hellertown, PA 18055

Dear Council Members:

It has come to my attention that Theresa Fadem has stepped down from Council to join the Borough Staff as our new Codes Officer. I have had the pleasure and opportunity to get to know and volunteer alongside her over the past several years and I'm sure that she will be missed by everyone. I am writing to you today to express my interest in filling that vacancy. I want to serve my town and its citizens.

Hellertown has been my home for the past fifteen years, but it feels like I have been here my entire life. I have never lived outside of a small town and fell in love with the area when I started working with the Saucon Valley School district as a liaison for my employer, Lehigh Learning Academy. The community welcomed my wife and I with open arms and our neighbors soon turned into friends, then family. We couldn't be happier to call Hellertown our forever home.

I have always been drawn to public service and volunteerism. As a youth, I was involved in many leadership organizations including Scouting America where I achieved the rank of Eagle and continued to serve as an adult leader both in Pennsylvania and New Jersey. Shortly after moving to Hellertown, I became involved with the library and helped re-form The Friends of the Hellertown Area Library Auxiliary. I served as a Leadership Team member, then was elected and served as President from 2016 to 2024. I was unanimously appointed to the Hellertown Planning Commission in 2021. This has provided me with incredibly valuable insight and knowledge on how our Borough works. I have learned so much from the amount of road salt we consume in a year to how many square feet of green space new buildings require. In 2025, I started volunteering with the Hellertown Historical Society. I have taken the lead in writing grants and interfacing with county and federal agencies to procure much needed funds for capital improvements, including a major structural project that will ensure ADA accessibility for our beloved Grist Mill site. Working with the community has really been a wonderful experience. I enjoy being able to connect my passion for education with my leadership abilities.

Most of my career has been centered in the public service and non-profit world. I am currently an administrator and teacher at Lehigh Learning Academy. LLA is a private school that serves students, including those from the Saucon Valley School District, that have emotional and learning disabilities. In the Spring of 2020, I graduated, with honors, from Villanova University's Master of Public Administration Program with a concentration in NPO Management. I feel that this academic training, coupled with my years of leadership experience in professional, civic and community-based organizations, makes me an ideal candidate to join the Hellertown Borough Council.

If I were to be the successful candidate, I would work hard to improve the functioning of our town and its various agencies. I would endeavor to bring local stakeholders, including our neighbors outside of Borough limits, to the table and work with them to create an even better and brighter Hellertown than the one we live in today. Along with this letter is a copy of my resume for your consideration. Please feel free to contact me anytime at the information listed above.

Thank you for your consideration.

Sincerely,  
Larry O'Donnell

# LARRY O'DONNELL

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## OBJECTIVE

*Experienced and passionate administrator seeking professional opportunity in public service, management or education. Highly skilled in program development, staff management and technology, coupled with experience in community service and leadership. Varied experience in administrative roles in both the private sector and non-profit fields.*

## PROFESSIONAL EXPERIENCE

### Invest in Education/ Lehigh Learning Academy, Nazareth PA

2007 - Present

#### **ASSISTANT DIRECTOR**

- Supervise teaching and educational staff and assist with interviews, staff training and yearly evaluations.
- Interface daily with social workers, probation officers, school district officials and family members to coordinate educational programming for high school students with learning and emotional disabilities.
- Oversee student transition and aftercare program and manage the school-wide credit recovery program.
- Write grants and pursue community partnerships. Developed COVID-19 protocols and assist in implementation.

#### **PROGRAM COORDINATOR – Cooperative and Distance Learning**

- Manage and facilitate all aspects of the *Blended Learning Program*, a Cooperative educational experience that integrates online coursework with student employment opportunities, job coaching and therapeutic support.
- Manage student information system and coordinate data-driven behavior management program.

#### **EDUCATION COORDINATOR and CURRICULUM SPECIALIST**

- Train staff and students on educational software use, grade assignments, tutor students and maintain records.
- Design and develop curriculum in accordance with state guidelines and IEPs and oversee implementation of same.

#### **TEACHER and COUNSELOR**

- Instructed English to Regular and Special Education students (ages 14 through 19) in private, alternative setting.
- Facilitated groups and therapeutic circles as needed to provide emotional and behavioral support for students.

### Lazy River Outpost, Phillipsburg NJ

2007 - 2011

#### **ASSISTANT MANAGER**

- Designed and launched organizational website for outdoor adventures operation situated on the Delaware River.
- Promoted business by staging events, maintaining contact with regional media outlets and giving interviews.
- Worked with non-profit organizations to develop outreach programs including Delaware River “clean-ups”.

## EDUCATION

2020: Villanova University: Master of Public Admin, Non-Profit Mgmt. Specialization (Graduated with Honors)

2006: Pennsylvania State University: Bachelor of Art - English and Tech Writing (Certified PA English Teacher)

## RELATED EXPERIENCE AND SKILLS

Leadership Team Member and President 2015-2024  
*Friends of the Hellertown Area Library, Hellertown, PA*

*Member and Volunteer Hellertown Historical Society*

Member of the Penn State Alumni Association  
Member of *Pi Alpha Alpha* – Public Affairs Honor Society

Member of the Hellertown Borough Planning Commission

Scouting America: Eagle Scout Rank attained 1998  
Volunteer/Adult Chair - Troop 84 (NJ) and Troop 743 (PA)

Detail Oriented Leader and Experienced Public Speaker with  
Strong Interpersonal Skills and Broad Experience in the  
Public Sector, Human Services, NPOs and Education

Certification in Technical Writing and experience in Desktop  
Publishing, Info Mgmt., MS Office Suite and Basic Web Admin

**REFERENCES AVAILABLE UPON REQUEST**