

# RESUME SUGGESTIONS

## *GALILEO PROFESSIONAL DEVELOPMENT*



Working at camp is a truly transformative experience. Staff members develop in significant ways over a very short period of time, and articulating just how the skills you built at camp translate to other professional environments isn't always easy. Below are some suggestions for your resume, listed by position.

We're dedicated to providing you with the tools you need to grow at Galileo and beyond. You'll continue to see professional development tools and resources on our website grow, too! If you have feedback about the content below or resources you'd like to request, please email [outreach@galileo-learning.com](mailto:outreach@galileo-learning.com).

### All Positions:

- Demonstrated Galileo mission and values, acting as a role model of the Galileo Innovator's mindset
- Committed to building a safe, child-focused community
- Demonstrated professionalism and accountability to teammates
- Took initiative to analyze and solve problems
- Responded to needs of colleagues, campers and their families in a highly service-oriented manner
- Maintained a high standard of ethics, integrity, and confidentiality
- Provided leadership, energy and camp spirit, constantly assessing camper group dynamics and the needs of individual campers
- Set, worked towards, and achieved measurable professional development goals

**SUMMER INTERN | TEAM LEADER | ASSISTANT INSTRUCTOR | LEAD INSTRUCTOR**

**OPERATIONS COORDINATOR | PROGRAM ASSISTANT/PROGRAM COORDINATOR**

**STAFF COVERAGE COORDINATOR | EXTENDED CARE COORDINATOR**

**ASSISTANT CAMP DIRECTOR | CAMP DIRECTOR**

### Summer Intern:

- Supported all aspects of camp, including behind-the-scenes operations and programming
- Worked closely with the Camp Director and camp leadership to complete administrative duties
- Assisted in the classroom, working with campers individually and in small groups
- Supported camper check-in and check-out processes by setting up materials, as well as welcoming and orienting families and campers
- Provided excellent customer service to parents by communicating with a positive, professional, and fun attitude
- Maintained high level of service to colleagues and families despite regularly-shifting priorities
- Assisted with daily set up and cleanup of camp and assisted instructors with lesson preparation

## Team Leader:

- Led teams of up to 20 campers per week, throughout daily art, science and outdoor rotations
  - Assisted instructors in the classroom as they delivered curriculum to the team of campers
  - Supported camper check-in and check-out processes
  - Provided excellent customer service to families by communicating with them on a daily basis about their camper's experience
  - Assisted with daily set up and clean-up of camp and assisted instructors with lesson preparation
  - Provided leadership, energy, and camp spirit for campers, constantly assessing group dynamics and individual needs
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## Assistant Instructor:

- Familiarized myself with curriculum for classes which I assisted
  - Assisted instructors in delivering curriculum
  - Provided leadership, energy and camp spirit for campers, constantly assessing group dynamics and individual needs
  - Supported implementation of Galileo's unique pedagogy through individual and small group work with campers
  - Developed classroom management and instructional skills
  - Supported camper check-in and check-out processes by welcoming families and campers, providing directions, and orienting campers
  - Provided excellent customer service to parents by communicating with them on a daily basis about their camper's experience
  - Assisted with daily set up and cleanup of camp and assisted instructors with lesson preparation
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## Lead Instructor:

- **Summer Camps @ the Tech Instructors:** Defined curriculum for my class(es) for appropriate grade level before start of class
- Prepared for and delivered multiple rotations of curriculum per day to groups of up to 28 campers
- Implemented the curriculum as written, adapting it as needed to improve the camper experience or accommodate individual campers, and capturing feedback to share with curriculum developers
- Provided leadership, energy and camp spirit, constantly assessing group dynamics and the needs of individual campers
- Supervised Team Leaders/Assistant Instructors working in my program area and supported their professional development goals
- Supported camper check-in and check-out processes
- Provided excellent customer service to parents by communicating with them about their camper's experience
- Assisted with daily set up and cleanup of camp

## Operations Coordinator:

- Operational leader at camp; supported Camp Director through daily administration and management duties
  - Provided excellent customer service to camp families, ensuring a professional, positive, and memorable experience
  - Prepared, managed, and maintained weekly camper paperwork and materials needed for camper check-in, check-out and extended care, including inputting and downloading data from Salesforce
  - With Camp Director, led and managed Summer Interns ensuring efficient and enthusiastic support of camp operations and programming
  - Partnered with Camp Director to supervise camper check-in and check-out processes
  - Maintained high level of service to colleagues and families despite regularly-shifting priorities
  - Administered First Aid to campers as needed
  - Provided leadership, energy and camp spirit for campers and staff
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## Program Coordinator/Program Assistant:

- Supported administrative and staff management tasks, as directed by Operations Coordinator or Camp Director
  - Managed Extended Care program, including staffing assignments and activity planning
  - Assisted camp operations, such as check in and check out procedures, and T-shirt distribution processes
  - Supported administrative duties such as expense reports, budget documents, registrations, camper rosters and purchasing supplies
  - Provided excellent customer service to camp families via phone and in person
  - Supervised and mentored Assistant Instructors and/or Summer Interns
  - Participated in all camp activities, managed snack, lunch, and other camp programming
  - Provided leadership, energy, and camp spirit for campers and staff
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## Staff Coverage Coordinator:

- Served as part of the camp leadership team, working alongside Camp Director to assess and manage the site's greatest needs from day-to-day
- Filled in for emergency staff needs from leadership to instruction to support roles
- Acted as the primary liaison for Substitute staff on site, orienting them to their roles and answering questions as appropriate
- Provided excellent customer service to families by communicating with them about their camper's experience
- Continually assessed camp operations, group dynamics and the needs of individual campers
- Contributed to and participated in daily opening and closing ceremonies, all-camp activities, and snack & lunch supervision and programming

## Extended Care Coordinator:

- Coordinated and managed daily operations and programmatic components of Extended Care & lunch programs, creating a high energy, organized, professional, and positive experience for campers, families, and staff
  - Managed Extended Care staffing assignments and schedule, supply and material management, and family survey results
  - Supported the Operations Coordinator to prepare and manage lunch, Extended Care capacity, camper paperwork and rosters, and other related administrative duties
  - Made changes to improve Extended Care and lunch programs or accommodate specific campers, innovated, and adapted curriculum
  - Checked in with Camp Director and other staff frequently to communicate staff, camper, and family needs
  - Contributed to and participated in daily camp ceremonies and all-camp activities as necessary
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## Assistant Camp Director:

- With Camp Director, supported daily operations of camp and staff management, creating a high energy, organized, professional experience for campers and staff
  - Led and managed groups of up to 15 staff members, ensuring quality group leadership, high energy and overall professional performance
  - Contributed to and participated in daily opening and closing ceremonies, all-camp activities, and snack & lunch supervision, check-in & checkout processes, and programming
  - Provided excellent customer service to camp families ensuring a professional, positive, and memorable experience
  - Assisted in camper management and conflict resolution
  - Observed classrooms, providing support and coverage as needed
  - Managed Extended Care program, including staffing assignments and activity planning
  - Administered First Aid to campers as needed
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## Camp Director:

- Collaborated with HQ staff to generate enrollment and staffing through various marketing efforts and outreach & recruiting events
- With the People Operations team, hired top-notch staff through driving retention of previous staffers, interviewing candidates in-person and virtually, and extending offers
- Ran daily operations of camp, creating a high energy, fun, and creative experience for campers (led skits, cheers/songs, opening & closing ceremonies, all camp games, and other camp traditions)
- Led and managed staff, ensuring quality instruction, high energy, and overall performance
- Provided excellent customer service to camp families ensuring a professional, positive, and memorable experience
- Managed budget and costs, including supplies and staffing
- Developed relationships with facilities partners and ensured facility remained in excellent condition