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Heather Grace Garofalo

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| 3388 Medway LnPowhatan, va 23139 |
| Phone 804-239-6187 • E-mail heathergrace7@verizon.net |
| Education |
|  | Associate of General Education, John Tyler Community CollegeCurrently attending Longwood University, BA in Health and Physical Education |
| Work experience |
|  | South Side YMCA December 2018-Present***Wellness Coach***1. Responsible for all safety of members on gym floor
2. Responsible for administering wellness orientations (walking member through each piece of equipment in gym and finding their proper weight)
3. Responsible for Activetrax orientations (setting member up with online personal trainer)
4. Responsible for cleanliness of entire gym
5. Build and maintain positive relationships with all members
6. Ensure that all feel welcome
7. Present to answer any questions related to overall wellness
8. Responsible for giving tours of facility

YMCA of Greater Richmond August 2015 – August 2018 **Assistant Site Director**1. Second in command of after school program at the Midlothian Family YMCA
2. Supervised ten plus employees
3. Ensure the program is compliant to all licensing standards which includes participant’s files as well as staff files.
4. Assisted in interviewing, hiring, and training new staff.
5. Provide leadership and support to part-time staff as well as program participants.
6. Built and maintained positive relationships with participants, families, and Y staff.
7. Wear multiple hats while prioritizing and managing multiple tasks
8. Plan and implemented 270 lesson plans yearly to include team building, art, physical activity, STEM, global learning, inclusion and 21st century skills.
9. Handled behavior management with program participants.

**Parent Engagement Specialist** 1. Responsible for all positive parent relationships
2. Responsible for communication to parents regarding all things related to our program
3. Responsible for being the positive face of our summer camp program to parents of program participants
4. Responsible for the success of the multi-tiered parent communication plan which included weekly newsletter, picture collage, one call, calling first time camp participant parents, and welcome email.
5. Responsible for opening camp.
6. Ensured that all campers were accounted for every day of camp by keeping track of head counts.
7. Supported staff as needed
8. Built and maintained positive relationships with participants, families, and Y staff.
9. Plan and implemented physical fitness activities for children.
10. Supervised and helped train staff

**YMCA Counselor**1. Supervised groups of roughly 20 children
2. Planned and lead various sports focused activities
3. Responsible for supervision and safety of all children in care
4. Responsible for solving any conflicts between children

Camp Orchard Hill June 2013-July 2015**Camp counselor*** Worked as a day camp counselor
* Supervised group of 22 children through various activities
* Helped with bus pick up and drop off
* Belayed children at rock climbing wall
* Lead various sports activities
* Ensured safety of all children in care at all times

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| Volunteer work |
| Camp Orchard Hill* Worked in kitchen prepping food and cleaning dishes
* Worked as a server for all camp participants and staff
* Provided quality customer service to all
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