

# Alec R. Castle

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## EDUCATION

**Rhode Island College**, Providence, RI

Bachelor of Science in Elementary and Special Education

Expected May 2027

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## PROFESSIONAL EXPERIENCE

### **Camp Emerson | Hinsdale, MA**

#### ***Director of Special Events***

01/2026 - Present

- Plan and execute special events for campers and staff to ensure they have an exceptional experience at Camp Emerson and ultimately retain campers and staff.
- Support Counselors, Support Staff, and other Administrators with the camp's daily operations.
- Coordinate with Activity Counselors, Cabin Counselors, and Support Staff to support the execution of larger-scale events such as the Emerson Cup, Color Wars, Club Emerson, and the Emerson Carnival.
- Coordinate small and large scale events, evening programming, and field trips along with the Head of Programming.
- Support the Camp Director in planning and executing open house, opening day, and closing day.
- Plan and coordinate the opening-day and closing-day ceremonies, including the opening campfire.
- Oversee all special events and special evening programs on the 170-acre campus.
- Coordinate supplies and deliveries for special events.
- Oversee the special events budget.
- Act as the primary camp administrator as needed.
- Participate in all pre and post-camp leadership meetings.
- Collaborate closely with the Head of Programming and assist in all program management.
- Member of the camp's core leadership team.
- Assist the Camp Director and other administrators as needed.

### **Rocky Hill Country Day School | East Greenwich, RI**

#### ***Director of Summer Camps/Programs***

10/2023 - 11/2025

- Cultivate a positive and safe environment for a large outdoor waterfront campus that welcomes approximately 200 campers in the peak weeks, from the ages of three to thirteen. At the same time, they attend a mix of traditional, specialty, and sports camps.
- Review and evaluate the offered camps and make any necessary changes.
- Lead the day-to-day operations of all aspects of the summer camp.
- Lead the staffing application and interview process, along with contract distribution.
- Lead weekly personnel staffing assignments for 30 Counselors and all personnel-related issues.
- Oversee camp registration, staffing acquisition, Counselors, Instructors, and the Assistant Camp Director.
- Oversee summer camp-related facility rentals along with the Director of Partnerships and Rentals while acting as a point person for summer vendors.
- Oversee campers' placements and payment.
- Coordinate the Summer by the Bay online store.
- Oversee the registration process and policy development.
- Obtain accurate payroll and report it to the Business Office.
- Supervise the ordering and purchasing of camp supplies and materials, ensuring compliance with the budget.
- Collaborate with parents and guardians to foster and build positive community relationships.
- Coordinate summer camp programs from outside organizations.
- Lead behavioral interventions for campers with challenges and guide Counselors on the best course of action.

- Respond to the Counselor's distress and code calls that require immediate attention from a camp administrator.
- Communicate frequently with parents and guardians about any updates and status changes that concern their campers.
- Collaborate with the Head of School and other members of the Administration team as needed.

### ***Substitute Teacher***

09/2024 - 11/2025

- Maintain the classroom environment established by the Classroom Teacher.
- Supervise and assist students across multiple grade levels with their daily activities and outlined tasks.
- Assist in the drop-off and dismissal procedures set forth by the Division Heads.
- Effectively implement pre-determined lesson plans.
- Teach the appropriate daily curriculum and ensure that students have a solid understanding of the material.
- Adapt lessons as needed to effectively translate the curriculum into an accessible, engaging format.
- Follow the classroom schedule and ensure students arrive at their specials on time.
- Collaborate with the Head of School, Division Heads, and other members of the Administration team as needed.

## **Rhode Island College | Providence, RI**

### ***Resident Assistant***

08/2025 - 05/2026

- Oversee and coordinate the First-Year experience within my designated residential halls.
- Coordinate community events for all on-campus students.
- Manage an individual event budget of \$300 annually.
- Communicate on-campus resources to help all students navigate their college experiences.
- Adhere to and enforce policy and procedures.
- Act as a college Campus Security Authority under the Clery Act and coordinate any emergency responses when on duty.
- De-escalate and mediate conflicts between roommates/suitmates and act as an impartial voice over mediations.
- Respond to the duty calls including resident support, policy violations, lock-out calls, and addressing other requests.
- Managed administrative tasks including, health and safety inspections, reporting work orders, and room condition reports.
- Assist in the interviewing and assessing process for Resident Assistant candidates.
- Collaborate closely with fellow Resident Assistants, Senior Resident Assistants, and Professional Staff.

### ***Office Assistant***

09/2023 - Present

- Provide support to all faculty members within the division, including the Vice President of Student Success.
- Provide coverage to the center's front desk, including maintaining phones, responding to emails, making copies, and handling walk-ins from students and faculty.
- Lead the efforts in creating the inventory system for the Division's college-related merchandise.
- Occasionally, serve as a student representative to the Office of Student Success.
- Assist in the set-up and facilitation of Community and Campus Outreach programs.

### ***Practicum Teacher***

09/2023 - Present

- Travel to various schools in a diverse array of towns and cities to deliver high-quality instruction to students in general education and special education settings in grades K-5.
- Teach, Co-Teach, and develop lesson plans in accordance with district curriculum and Common Core standards in the subjects of mathematics, reading, writing, and social studies.
- Provide tier two and tier three interventions for students who need additional academic support through the Multi-Tiers System of Support (MTSS) model.

- Administer assessments as needed in accordance with the RTI/MTSS model, along with CBMs.

## **Aéropostale | Warwick, RI**

### ***Sales Lead/Supervisor***

11/2022 - 11/2023

11/2024 - 05/2026

- Supervise, train, and lead all employees when acting as the key manager on duty (MOD).
- Oversee one of the company's Top 400 stores, achieving a volume and capacity increase, resulting in \$1.8 million in sales for 2023, and expanding it to a \$2.0 million store for 2024.
- As the keyholder on duty, I followed all opening and closing procedures and adhered to the company's cash flow and safety policies, including preparing and delivering the deposit.
- Demonstrated understanding of the store's sales/bonus plan, as well as how Key Performance Indicators can drive sales growth.
- Demonstrate the company's selling strategies and drive sales to capitalize on transactions, increasing units per transaction (UPT) and sales per transaction (SPT).
- Ensuring that all BOPIS, Ship from Store (SFS), and other omnichannel orders are completed promptly and accurately.
- Successfully worked alongside the Store Manager to decrease the store's shrinkage from -1.39% to -1.14%.
- Lead the store as the Holiday Captain/Champion to ensure it is fully prepared for the Holiday season.
- Approved returns and exchanges that aligned with company policy, and handled unique customer interactions with professionalism.
- Lead tri-monthly major store marketing changes to align with the store's current floor plan.
- Occasionally traveled to neighboring stores to assist with inventory, shipment, and store opening and closing procedures.

### ***Assistant Store Manager***

11/2023 - 11/2024

- Supervise, train, and lead all employees when acting as the key manager on duty (MOD).
  - Oversee one of the company's Top 400 stores, achieving a volume and capacity target, resulting in \$1.8 million in sales for 2023.
  - As the keyholder on duty, I followed all opening and closing procedures and adhered to the company's cash flow and safety policies, including preparing and delivering the deposit.
  - Demonstrated understanding of the store's sales/bonus plan, as well as how Key Performance Indicators can drive sales growth.
  - Demonstrate the company's selling strategies and drive sales to capitalize on transactions, increasing units per transaction (UPT) and sales per transaction (SPT).
  - Ensuring that all BOPIS, Ship from Store (SFS), and other omnichannel orders are completed promptly.
  - Complete monthly Safety and Loss Prevention Audits and ensure all staff are up to date with the current LP Newsletter.
  - Successfully worked alongside the Store Manager to decrease the store's shrinkage from -1.39% to -1.14%.
  - Responsible for overseeing the store talent and development practices, managing, and initiating new hires and recruiting practices.
  - Expedite the reviewing of applications from job postings, set up interviews, conduct interviews, and lead onboarding protocol for new employees in conjunction with the Store Manager.
  - Approved returns and exchanges that aligned with company policy, and handled unique customer interactions with professionalism.
  - Lead tri-monthly major store marketing changes to align with the store's current floor set and complete weekly promotions.
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## **FIELD EXPERIENCE**

Frenchtown Elementary School, East Greenwich RI  
Tiouge Elementary School, Coventry RI  
Segue Institute of Learning, Central Falls RI  
Alice B. Waddington Elementary School, East Providence RI  
Agnes B. Hennessy Elementary School, East Providence RI  
Robert F. Kennedy Elementary School, Providence RI  
B.F. Norton Elementary School, Cumberland RI  
George R. Hanaford Elementary School, East Greenwich RI  
Achievement First Mayoral Academy, Providence RI

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## **COMMUNITY SERVICE**

Inspiring Minds, Providence Public Schools, Rhode Island  
Cranston's League for Cranston's Future, Cranston, Rhode Island  
Rhode Island Department of Education, Student Advisory Council, Providence, Rhode Island  
Rhode Island College, Student Conduct Hearing Board Member, Providence, Rhode Island  
Rhode Island College, FSEHD Deans Student Advisory Council, Providence, Rhode Island

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## **LICENSURES AND CERTIFICATIONS**

Paraprofessional Certification  
Rhode Island Early Learning Development Standards  
RI K-6 Elementary Education, Expected May 2027  
RI K-8 Special Education, Mild to Moderate, Expected May 2027  
RI English as a Second Language (ESL) Endorsement, Expected May 2027