

## POSITION DESCRIPTION

**Title:** Summer Camp Manager and Special Events Coordinator

**Report to:** Director of Education (DE)

**Status:** Seasonal: beginning of February to end of October

**BROAD FUNCTION:** The Summer Camp Manager and Special Events Coordinator is responsible for and will administrate aspects of PEEC's Nature Adventure camp, Growing Green camp, and special events under supervision of the Director of Education. This position promotes a positive image for PEEC through professional appearance, knowledge of PEEC's activities, and the ability to clearly communicate and personify PEEC's vision and mission.

### PERFORMANCE MEASUREMENTS:

- Perform duties on time and within budget
- Establish new markets and programs for all summer camp programs and special events
- Increase participant enrollment in all summer camp programs and special events
- Increase retention rate of summer campers
- Receive 'excellent' evaluations from responsible programs

### PRIMARY DUTIES & ACTIVITIES:

#### Summer Camp Manager:

Personnel- Along with the DE, train, supervise, and evaluate PEEC summer camp staff, interns, and volunteer counselors to assure the highest quality summer camp programs. Support camp staff in their role and assist with program delivery and camper supervision. Schedule and coordinate weekly camp duties with the DE.

Program Delivery- Serve as the 'face' of summer camp programming to assure quality and consistent 'points of contact' and customer service. Teach/lead camp activities, EE programs and classes as needed. Coordinate logistics of all summer camp activities in conjunction with PEEC's on-going activities and operations, including but not limited to the following:

- Take a leadership role in summer camp training. Prepare for and lead trainings in subjects related to programs, scheduling, and meal planning
- Purchase program materials, requested supplies, distribute to groups and collect when finished
- Assist counselors with trip planning and logistics. Oversee van usage and upkeep throughout the season.
- Rotating with DE to facilitate early morning shifts, late-night shifts, and on-call responsibilities
- Contribute to and participate in daily check in, check out, van runs, staff meetings, camp cleanup
- Communicate bagged lunch count and dietary needs to DH
- Assume responsibility for daily water, lunches, snacks, and facility cleanup
- Communicate and gather campfire meal supplies for late-night camp programs
- Assist with overall functions of the Akenac trips: swim test and/or manage buddy board and/or monitor camper and counselor supervision
- Observe, assist and/or lead groups of campers to improve program or behavior management
- Plan and run all-camp activities week that are fun, safe, and appropriate for all age groups
- Coordinate & schedule van usage for counselors, campers & volunteers
- Recognize and respond to emergencies effectively and effectively
- Responsible for supervision of all camp programs in the absence of DE.

Program Enhancement- With the DE, evaluate and upgrade existing summer camp program offerings in the annual summer camp program brochure. Follow up all summer camp inquiries with phone calls and conduct onsite camp tours as needed. Assist in the development and maintenance summer camp marketing strategies, including web-based, print and media distribution. Prepare and maintain all summer camp venues on a daily basis. Maintain inventory of equipment and supplies for all summer camp programs. Prepare, deliver and collect program assessments for each summer camp program from all participants.

Administration- Plan, implement and facilitate weekly summer camp staff meetings. Attend regular staff meetings and operation meetings as necessary. Complete necessary reports. Maintain camper database with current accurate information. Communicate and coordinate professionally and promptly with outside organizations, including government agencies, youth and child care service agencies, and philanthropic foundations. Provide excellent communication and customer service to camp families (current, past and prospective).

### **Special Events Coordinator:**

Program- Evaluate and improve existing special events, specifically PEEC's spring Earth Day Festival and fall Harvest Festival. Prepare, execute, and collect assessments for special event programs from participants, including vendors, volunteers, and visitors. Determine, organize, and implement staff roles for special events. Assist in the development of additional special events as needed with PEEC's Weekend Manager.

Administration- Plan and facilitate meetings as needed to plan, organize, and advise staff members of special events details and responsibilities. Market PEEC at various on and off-site events and assist with fundraising for Earth Day & Harvest Festivals. Maintain positive relationships with vendors, organizations, and continue to develop new contacts.

### **Naturalist:**

Program Delivery: Serve as secondary 'host' for education groups to assure quality and consistent 'points of contact' and customer service. Teach educational programs on as needed basis and any assigned duties that will further benefit PEEC.

Administrative: Participate in weekly PEEC staff meetings. Complete necessary reports. Provide articles and information for publication, marketing and development initiatives. Use social media to broaden PEEC's audience base by posting natural history events or facts on various websites such as Facebook, Twitter, YouTube and blogs.

### **POSITION REQUIREMENTS:**

- Excellent people skills and ability to work with a variety of personalities.
- BS in Education, Recreation or related field.
- Minimum of 3 years of progressively increasing experience in planning and delivering Environmental Education (EE) programs, residential summer camps, or related field.
- Experience in providing guidance, leadership, supervision, training and assessing program staff.
- Attentiveness to detail including record keeping and office systems. Database and camp software experience preferred.
- Commitment to the Pocono Environmental Education Center mission.
- Rotating on-site, on-call responsibly
- Available to work weekends on as-needed basis
- Ability to make independent decisions and respond to immediate needs of guests, emergency situations, and program needs
- Wilderness First Aid, CPR, open water life guarding certifications preferred or must be willing to secure certification as training opportunities arise

### **Salary:**

\$450.00 per week

### **Benefits:**

Shared housing provided with board, training opportunities available.