

## **Pocono Environmental Education Center (PEEC) Weekend Program Manager Position Description**

### **Broad Function**

The Weekend Program Manager reports to the Chief Operating Officer, works a Thursday through Monday schedule, and serves as PEEC's primary on-site lead from Friday through Sunday. This person is responsible for ensuring a smooth, organized, and positive experience for all weekend guests, groups, rentals, and public program participants.

The Weekend Program Manager oversees weekend logistics, staff coordination, guest readiness, registrations, and special events while serving as the central point of contact for weekend activity across campus. This role also plans and manages PEEC's calendar of public workshops, festivals, and weekend programs, while supporting volunteer engagement and organizational needs.

This is a hands-on management role requiring strong organization, follow-through, decision-making, and proactive resourcefulness.

### **Position Responsibilities**

#### Weekend Leadership & Guest Experience

- Serve as the primary on-site lead for weekends (Friday-Sunday).
- Ensure groups, rentals, and public guests have a smooth and positive experience from arrival through departure.
- Oversee weekend lodging readiness, check-ins, schedules, participants communication, and campus coordination.
- Respond to guest concerns, facility issues, or operational needs within capacity, and elevate issues appropriately when needed.
- Serve as the main point of contact for weekend activity across campus.

#### Program Planning & Event Coordination

- Plan, schedule, market, and oversee PEEC's weekend workshops, public programs, and special events in collaboration with the Leadership Team.
- Coordinate and manage PEEC's annual public festivals, including vendors, partners, staffing, schedules, and logistics.
- Coordinate external presenters, contractors, and specialty program leaders as needed.
- Ensure all program details, materials, spaces, and staff are prepared in advance.
- Evaluate programs and events for attendance, guest satisfaction, and operational effectiveness.



### Staff Coordination & Weekend Oversight

- Communicate clear expectations to weekend staff supporting programs, hospitality, front desk, or events.
- Ensure staff understand scheduled assignments, priorities, and guest service expectations.
- Identify and resolve preventable issues before they impact guests and staff.

### Administrative & Operational Support

- Manage registrations, participant communication, lodging assignments, and payment processing for public programs.
- Maintain accurate records for attendance, budgets, program metrics, and event planning.
- Track program budgets, supply needs, and purchasing requests.
- Attend staff meetings, operations meetings, and marketing meetings as needed.

### Volunteer Coordination (Secondary Responsibility)

- Help recruit, schedule, and coordinate volunteers for programs, festivals, and campus projects.
- Work with Chief Operating Officer to maintain a current list of volunteer opportunities that support PEEC operations and programming.
- Ensure volunteers feel welcomed, informed, and effectively utilized.

### Performance Measurements

- Weekend groups, rentals, and public programs are well-organized and run smoothly.
- Guests receive timely, professional support and a positive overall experience.
- Lodging, schedules, staffing, and logistics are accurate and prepared and communicated in advance.
- Preventable problems are minimized through planning and follow-through.
- Public workshops, festivals, and events meet participation and quality goals.
- Registrations, records, and communications are accurately and timely.
- Weekend staff and volunteers are informed, supported, and effectively coordinated.

### Qualifications

- Strong organizational skills with consistent attention to detail.
- Ability to manage multiple and concurrent deadlines and priorities.
- Demonstrated leadership skills, sound judgement, and problem-solving ability.
- Ability to work independently and make decisions during weekends.
- Strong communication and customer service skills.
- Comfortable working with families, school groups, adult learners, vendors, and community guests.
- Experience coordinating events, programs, hospitality operations, camp operations, or guest services preferred.

### Desired Experience

Strong candidates may come from backgrounds such as outdoor education, camp leadership, hospitality, events, recreation management, nonprofit programming, customer service leadership, or similar hands-on coordination roles.

The ideal candidate is dependable, proactive, organized, calm under pressure, and motivated to grow into increasing leadership responsibility.



## Compensation

This is a regular, full-time, exempt position. Annual salary ranging from \$30,000 to \$32,000 along with on-site room and board. Includes paid time off, sick time, 75% employer-paid medical insurance, 403(B) program (with employer match of 7.5%), dental insurance, vision insurance, and life insurance.

## Position Start Date

The start date of this position is flexible, but the applicant should be available to start no later than June 30, 2026.

## To Apply

Interested candidates should apply via email by sending a resume and cover letter identifying qualifications that match the position to [DScott@peec.org](mailto:DScott@peec.org) with the subject line "PEEC, Weekend Program Manager." Application review will continue until the position is filled. Final offers of employment are contingent upon the successful completion of a background check that includes employment history, national criminal background check, national sex offender registry search, and a driving history check.

## Organizational Background

The Pocono Environmental Education Center (PEEC) is one of the largest overnight and day environmental education centers in the US. For over 50 years, PEEC has provided outstanding environmental and sustainability experiences to over 30,000 people each year. PEEC is open to the public and focuses on overnight and day-long, immersive, hands-on outdoor experiences for participants from Pennsylvania, New York, and New Jersey. PEEC offers nature, STEM, and recreational programs for school groups, families, adult learners, and professionals. PEEC is an independent 501(c)3 non-profit located in Northeast PA, within the Delaware Water Gap National Recreation Area, and is the education partner of this National Park Service unit.

## PEEC Mission

PEEC advances environmental education, sustainable living, and appreciation for nature through hands-on experience in a national park.

## PEEC Facilities

PEEC is situated on a 38-acre campus surrounded by the 77,000 acres of the Delaware Water Gap National Recreation Area. The campus, its 40+ buildings, 6 hiking trails, and two ponds are situated on a ridgeline one mile above the Delaware River. There are overnight accommodations for 300 guests, in a combination of 4-season cabins, lodges, and yurts, in addition to a passive solar, full-service dining hall. PEEC's campus also offers team building and confidence courses, pavilions, and outdoor amphitheaters. PEEC is open year-round.

## Equal Opportunity Employer

PEEC is an Equal Opportunity Employer. Our effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. Recruiting and retaining a diverse workforce is a high priority at PEEC. PEEC does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental,



disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies, programs or operations.

