

Pocono Environmental Education Center (PEEC)

Summer Camp Manager

Position Description

Broad Function

The Summer Camp Manager reports to the Director of Education and is responsible for the effective operation, safety, and delivery of PEEC's Day Camp and assigned year-round user groups. This position serves as the primary operational leader and public face of summer camp, promoting PEEC's vision and mission through professional leadership, high-quality programming, and staff supervision.

Performance Measurements

- Perform duties on time and within budget
- Meet enrollment and revenue targets for all summer camp programs.
- Continuously evaluate and improve camp offerings based on feedback, safety standards, and best practices.
- Receive 'excellent' evaluations from over 80% of all groups individually and programmatically

Summer Camp Manager Responsibilities

Staff Management & Leadership

- Lead the recruitment, hiring, onboarding, training, and routine evaluation of camp staff with support and oversight from the Director of Education.
- Collect, compile, and submit camp staff schedule preferences and program coverage needs to the Director of Education to inform center-wide staff scheduling.
- Maintain primary authority for daily camp execution, daily work assignments, routine program monitoring, and immediate staff feedback during camp operations.
- Provide active, hands-on support for camp staff in program delivery, camper supervision, behavior management, and conflict resolution.

Operations & Logistics

- Manage daily camp logistics including check-in/check-out, transportation runs, meal/dietary coordination with Dining Services, and camp supply management.
- Coordinate daily and weekly shift coverage for camp activities (including before/after care, late-night shifts, etc.) within the broader schedule established by the Director of Education.



- Plan and execute off-site trips and excursions in coordination with the Scheduling Coordinator and Director of Education.
- Maintain inventory of camp equipment and purchase supplies within approved budget parameters.

Parent Engagement & Marketing

- Serve as the primary point of contact for parent communication, intake, camper accommodations, and ongoing engagement.
- Partner with the Marketing Manager and Director of Education to execute marketing campaigns, social media content, and community outreach for camp recruitment.
- Collect, analyze, and report post-camp evaluations to inform future program improvements.

Departmental Integration & Escalation

- Serve as an "on-site/on-call" manager on average 1–2 nights per week for general overnight guests and groups visiting PEEC. This host/on-call responsibility is a standard expectation across all Education Department Program Managers to ensure campus coverage, independent of specific program focus or camp responsibilities.
- Teach environmental education programs and classes as needed based on department scheduling set by the Director of Education.
- Elevate higher-level issues to the Director of Education, including major budgetary adjustments, policy or safety violations, serious parental concerns, and financial aid decisions.

Desired Experience

- Demonstrated leadership in camp administration, outdoor education, or environmental programming with progressive staff management experience.
- Strong organizational, administrative, and interpersonal communication skills.
- First Aid, CPR, AED, and/or Lifeguard certifications desired.

Compensation

This is a regular, full-time, exempt position. Annual salary range of \$30,000 to \$32,000 along with on-site room and board. Additional benefits include accrued paid sick and vacation time off, 75% employer-paid medical/dental/ vision insurance, 403(B) program (with employer match of 7.5%), short-term disability, 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 December 1, 2026.

To Apply

Interested candidates should apply via email by sending a resume and cover letter identifying qualifications that match the position criteria and describing what they will bring to the role.



The email should be sent to PEEC@PEEC.org with the subject line “PEEC Summer Camp Manager Search – LAST NAME.” 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

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 education experiences with a focus on overnight and day-long, immersive, hands-on programming for students from Pennsylvania, New York, and New Jersey. PEEC offers nature, STEM, and recreational programs for school groups, families, adult learners, and professionals. The entire educational experience at PEEC is place-based, so the forests, the Delaware River watershed, the trails and the sustainable campus are an integral part of the teaching experience. PEEC is an independent 501(c) 3 non-profit located in Northeast PA, within the Delaware Water Gap National Recreation Area, and serves as an education partner of the National Park Service.

PEEC Mission

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

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 is overnight accommodation for 300 students, in a combination of 4 season cabins, lodges and yurts and an award-winning passive solar dining hall as well as a 12,000 square-foot main building and numerous other buildings. There are also team building and confidence courses, pavilions and outdoor amphitheaters on campus. PEEC is open year-round. PEEC is situated on Federal land and most of the buildings are owned by the National Park Service.

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.

