



Activity & Supplies Coordinator

Camp Schuylkill is an environmentally focused program that strives to give children the opportunity to explore and learn about their relationship to the natural world. Week-long, themed programs offer campers ages 4-12 a chance for in-depth explorations of a variety of nature-related topics. We are seeking a highly motivated, energetic, creative leader who has experience working with children of various ages and a solid understanding of child development and age-appropriate pedagogy.

The Activity & Supplies Coordinator will work from 8:30 am–4:30 pm Monday–Friday.

Duties include:

- Plan, lead and supervise campers with outdoor and indoor recreational activities
- Work actively with other staff, supervisors, and CITs to facilitate a safe and fun camping experience
- Plan or implement activities and games that are appropriate for the age and ability of the individuals attending camp
- Monitor activities during summer camp programming
- Report any behavior incidents to your supervisor through written and verbal communication
- Plan evening activities for Trailblazers (10-12 year old campers)
- Facilitate water-based activities (canoeing and fishing)
- Assist in preparing weekly activities
- Maintain proper storage of supplies and a safe, clean activities area
- Monitor lunchtime/set-up/clean-up if needed
- Maintain inventory for supplies and first aid areas
- All other duties as assigned

Qualifications:

Required

- Applicants must be 22 years or older
- A solid understanding of child development and age-appropriate pedagogy
- At least 2 years of experience working with children ages 4-12 year olds
- Comfortable in the outdoors and in all weather conditions
- Ability to supervise and mentor multiple staff members with compassion and effective communication

- Demonstrated ability to be a positive role model for staff and campers
- Strong communication skills and confidence in leading staff and campers
- Experience in developing nature-based activities for children
- Ability to effectively problem solve and work with staff on creative solutions to problems

Helpful But Not Required

- Familiarity with working with children in an outdoor setting
- An understanding of how to best support children with special needs and/or varying abilities
- Experience with canoeing and other aquatics programming
- Associate or Bachelor's Degree or major in Environmental Science, Education, Early Childhood Education, Biology, Botany, Horticulture, Agriculture, Outdoor Leadership, or related field

Background Clearances: If hired, employees are responsible for providing a valid Pennsylvania child abuse clearance, state criminal background check, FBI criminal background check, Mandated Reporter training, and other background checks that the Schuylkill Center requires based on the applicant's state residency. First Aid/CPR training will be provided to applicants who don't currently have it. **Additionally, as of September 2021, all hires are required to provide proof of COVID-19 vaccination.**

Dates of Employment: The position begins on May 28th, 2024, and ends on August 16, 2024. The camp will be closed on Thursday, July 4, and Friday, July 5 for the Independence Day holiday.

Compensation: \$17.50/hr paid biweekly, *housing is not provided.*

To apply: Please send a letter of interest, resume, and 2 references to Justine O'Gara, Manager of Camp Programs, at justine@schuylkillcenter.org or Schuylkill Center for Environmental Education, 8480 Hagy's Mill Road, Philadelphia, PA 19128. Applications will be accepted on a rolling basis until the position is filled.

Please no phone calls for application submissions, thank you!

The Schuylkill Center is an Equal Opportunity employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.