



## **SUMMER CAMP ADMINISTRATIVE COORDINATOR**

Seasonal position. Reporting to the Camp Director/Youth Programs Manager.

### **Position Summary**

The summer camp Administrative Coordinator is an administratively-minded and detail-oriented individual, with proven logistical and organizational experience. The Administrative Coordinator works directly with the camp directors as part of the camp leadership team to oversee the daily operations of camp, specifically managing the behind-the-scenes tasks of camp operations. This position is 50/30/20 split between administrative tasks, communication and camper engagement.

### **Availability**

Position is Seasonal. The Administrative Coordinator must be available 8:30am- 5:00pm Monday-Friday from June 17 thru August 16, 2019 (Except July 4-5). This position will require an additional 40 hours of pre-camp training.

### **Compensation**

\$13.00 - \$16.00/hour, commensurate with experience.

### **Duties/Responsibilities**

- Share Tyler's rich heritage, collections and landscape to inspire and engage stewards of the natural world
- Assist the camp directors in delivering a quality camp experience by providing logistical and administrative support
- Manage field trip logistics, including coordinating with van rental company, prepping petty cash, and organizing trip paperwork.
- Coordinate with counselors to pull together supply list for director's weekly shopping trip.
- Put together weekly camper and registration lists, including reviewing camper forms and entering medical data.
- Manage other logistical tasks such creating program schedules, sending daily parent letters, organizing supplies, etc.
- Work with directors to make daily posts on social media.
- Be present with campers and ensure safety during all-camp activities, including Morning Madness, lunch, campfire and Option Block, as well as in the office.
- Set the "spirit" of camp by exhibiting passion about nature, camp and community
- Know and understand all emergency procedures associated with the camp program
- Report to work on time, dressed appropriately, and ready for camp
- Other duties as assigned

### **Essential Requirements**

- Excellent logistical and organizational skills
- Strong command of Excel, spreadsheets, and social media

- Ability to work independently, take initiative and complete tasks on time
- Ability to multitask in a fast paced environment, with many distractions
- Desire to work in an environment with children
- First aid and CPR certification, or willingness to be certified
- Must be at least 18 years of age
- Satisfactory completion of the required background checks, including PA child abuse clearances

(Note: Tyler has the right to assign or reassign duties and responsibilities to this job at any time.)

### **Work Environment**

- General work on the Arboretum's grounds.
- Requires frequent and prolonged standing, walking, bending, kneeling, pulling, twisting and climbing.
- Must be able to lift up to 50 pounds.
- Ability to work outdoors in all weather conditions.

### **About Tyler**

Tyler Arboretum, a public garden in the Philadelphia suburbs, covers 650 acres of renowned plant collections, champion trees, and historic buildings, with 17 miles of hiking trails through woodlands, wetlands, and meadows. Tyler offers workshops, classes, and tours for adults and children throughout the year.

### **To Apply**

Please complete the Summer Camp Application and e-mail along with your résumé or work history to Liz Hornbach, Camp Director/Youth Programs Manager at [lhornbach@tylerarboretum.org](mailto:lhornbach@tylerarboretum.org). Applications will be accepted with a rolling deadline until position is filled.

Tyler Arboretum, 515 Painter Road, Media, PA 19063