

# LAKE GREELEY CAMP

*A private co-ed summer camp in the Pocono Mountains*

## **Winter Office**

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

[info@lakegreeley.com](mailto:info@lakegreeley.com)

[www.lakegreeley.com](http://www.lakegreeley.com)

---

## **Evening Activities & Special Events Director**

Desired Qualifications: Bachelors Degree.

Experience: Previously held a similar role either paid or unpaid, good organizational and leadership skills.

Responsible To: Assistant Directors and Director.

The Evening Program & Special Events Director is responsible for leading in the preparation and operation of Evening Programs at Lake Greeley Camp, along with organizing and operating camp special events.

Such individuals are expected to assist in the preparation of evening programs which may require working during rest hour, free time, general swim, the period after lunch and dinner or at other times deemed necessary in order to properly prepare for the evening program.

Such individuals are also expected to review files on each activity and determine which items will be needed along with which safety precautions should be in effect. It is also hoped that these individuals will bring to camp additional material and ideas for evening activities. In addition, Evening Program Duty would include other duties assigned by the Program Director or the Program Leader.

This job description is part of your employment contract. Please bring it with you when you arrive at camp. Your responsibilities will be reviewed more during our orientation period. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.