



**LAWRENCEVILLE UNITED**  
A Resident Driven Organization

---

### Organization Description

Lawrenceville United is a resident based community organization dedicated to improving the quality of life for all Lawrenceville residents. As part of that mission, Lawrenceville United has cultivated and development a summer camp program to engage local youth with local partners and agencies.

**Position Title:** Camp Coordinator

### Position Summary

Lawrenceville United seeks an experienced, competent and caring person to develop and manage a comprehensive youth summer program for children ages four through fourteen. As Camp Coordinator, this individual will be responsible for organizing the development and implementation of multiple youth programs that integrate the resources of our funding partners, local organizations and institutions, transportation to and from programs, organization volunteers, as well as the City of Pittsburgh, into the program activities. The Camp Coordinator will oversee 10 counselors who handle age-specific groups of campers.

### Requirements:

- Must be at least 21 years of age and have a valid PA Driver's License and access to a car
- This position requires at least two years of college education and at least one year experience with inner city youth in a structured youth development environment.
- Must possess the ability to physically and actively interact with youth in all aspects of the program including leading activities, conducting outdoor sports/games, assisting with swimming activities, assisting with setup and clearing of classroom materials as well as lunch/afternoon snack
- Act 33 & 34 and FBI Clearances (LU can assist with clearances)
- Strong organizational and communication skills
- Comfortable and experienced in coordinating diverse and multi-aged youth groups
- Camp or youth instructional experience preferred.

### Responsibilities

- Work with leadership and staff to design a cohesive and comprehensive youth development program for youth, ages four through sixteen, utilizing the resources of Lawrenceville United, local businesses and organizations, schools, funding partners, the City of Pittsburgh, and other partners
- Plan, initiate, and implement programs and evaluate activities that foster a supportive and exciting environment to encourage leadership and conflict resolution
- Provide day-to-day supervisory support necessary for partners to effectively implement their programs
- Assist city staff and partners with the implementation of educational, and youth programs at all camp locations.
- Work with youth and their families and supporters to build a network of volunteers and participants for sustainable communication. Foster relationships among local schools, universities, businesses and other community youth and education programs to enhance the sustainability of organizational programming in Lawrenceville
- Monitor transportation for summer programs through daily attendance and participant feedback.
- Work with staff to advertise program schedule through various venues
- Participate in community organizing, research, public education, and the development of resource materials around issues of the program as needed.
- Facilitate the work of volunteers and seek to recruit, train and involve volunteers.
- Report to and accept supervision from the Lawrenceville United Community Program Manager and City of Pittsburgh contact.
- Maintain communication with the relevant program supervisors
- Maintain program-related files.
- Oversee administrative and clerical work including budget, fiscal and program reports.
- Participate in the life of Lawrenceville by attending different summer programs as required.
- Perform other administrative duties as assigned.

**APPLICATIONS DUE MAY 14<sup>TH</sup>**

*Please send resume with a statement of interest that indicates why you are interested in the position to [davisroddy@bgcwpa.org](mailto:davisroddy@bgcwpa.org).*