

## POSITION DESCRIPTION

**TITLE: Program Planner (PP)**

**REPORTS TO:** Director of Operations (DO)

**STATUS:** Fulltime, salaried

### **BROAD FUNCTION:**

The PP is responsible for planning and coordinating programs for all groups participating in PEEC education programs and/or using PEEC facilities, promotes a professional and positive image for PEEC through mature appearance, and possesses knowledge of PEEC's activities and the ability to communicate PEEC's vision and mission.

### **PERFORMANCE MEASUREMENTS:**

- Perform duties on time
- Successful planning of all education programs and facility use
- Successful coordination of all PEEC departments / operations on behalf of PEEC guests
- Receive over 75% 'excellent' evaluations from PEEC users

### **ACCOUNTABILITY:**

The PP is directly accountable to DO

### **PRIMARY DUTIES & ACTIVITIES:**

- With DO, shall serve as liaison during the planning process between schools and other organizations receiving PEEC educational services and / or using PEEC facilities
- Will personally meet with group representatives to identify their needs, and will offer, promote and establish PEEC program opportunities in response to those needs
- Will develop relationships with group representatives to insure a smooth, quality PEEC experience
- Will recruit groups whenever appropriate and opportunities arise alongside Group Coordinator
- Will respond to all group planning inquiries with follow-up communication
- Will coordinate with PEEC departments and operations on behalf of groups including, but not limited to: education, housekeeping, food service, maintenance, and administration
- Will prepare weekly schedule of events three weeks prior to actual program dates
- Flexible to changing demands; able to maintain a positive and professional attitude under stress; detail-oriented and organized; excellent time management and record keeping skills
- Instruction of PEEC programming on an as needed basis

### **PROGRAM DEVELOPMENT:**

Assist with the update and improvement of annual PEEC program planning packet and other relevant planning packages for distribution to potential clients.

### **ADMINISTRATION:**

Attend regular PEEC staff meetings, weekly 'operations meetings,' and monthly managers' meetings. Complete necessary reports.

### **PROFESSIONAL DEVELOPMENT:**

Attend training events and meetings as assigned.

### **POSITION REQUIREMENTS:**

- Excellent people skills and ability to work with a variety of personalities.
- BS in Education, Environmental Science, Recreation or related field.
- Minimum 1-2 years' experience in teaching/leading/planning education, EE programs, recreation, camp or related programs.

- Minimum of 1-2 years of progressively increasing experience in planning and / or delivering residential Environmental Education (EE), recreation, camp or related fields.
- Attentiveness to detail including record keeping and office systems.
- Proficient in Microsoft Outlook and Excel, working knowledge of Access
- On-site; on-call responsibilities, one/two nights a week
- Commitment to the Pocono Environmental Education Center mission
- Ability to make independent decisions and respond to immediate needs of guests, emergency situations, and program needs
- Wilderness First Aid, CPR, life guarding certifications preferred or must be willing to secure certification as training opportunities arise

**ORGANIZATIONAL RESPONSIBILITY:**

PP must work well independently and with a team.

**SALARY:**

\$27,000/year with housing and benefits

**BENEFITS:**

Room, Board, Health Insurance, paid vacation and sick days, training opportunities, optional retirement plan