



8230 Ridge Avenue, Philadelphia, PA 19128  
www.thephiladelphiaproject.com

Rev. Ray Garcia, Executive Director  
610-322-8049

# The Philadelphia Project

<b>Job title</b>	<i>Camp Front Desk Coordinator</i>
<b>Reports to</b>	<i>Camp Director</i>
<b>FLSA Status</b>	<i>Non-Exempt</i>
<b>Classification</b>	<i>Full-time, Seasonal</i>

## Job purpose

The Camp Front Desk Coordinator works alongside the camp director and other staff to ensure a safe and fun environment for each and every camper. The coordinator will host the central nerve center for camp, including monitoring drop-offs and pick-ups, answering the camp phone, monitoring the front door, and providing support where needed throughout the day.

## Duties and responsibilities

- Maintain a positive, teachable attitude in all things, remaining Christ centered in life
- Monitor the front door, checking IDs for parents and visitors
- Manage check in and pick ups in the student management system (Brightwheel)
- Assist with the flow of drop-off and pick-up to ensure timeliness, safety, & compliance with policies
- Provide minor first aid
- Answer the camp phone, recording & forwarding messages, and returning calls as appropriate
- Help to enforce the rules and policies of camp
- Provide servant leadership and direction for any volunteers
- Perform general office tasks as needed

## Qualifications

- Excited by the opportunity to live out your Christian faith serving children and families
- Experience working with children and teens, particularly in a relational and spiritual settings
- Administrative skills to facilitate an organized, accurate, and timely drop-off and pick-up process
- Ability to multi-task, move at a quick pace, and work on a team
- Auditory and visual ability to respond to critical incidents
- At least 18 years of age
- HS/GED, or a minimum of an 8th grade education and 2 years of experience with children.

## Working conditions

- Be able to lift 10-25 lbs.
- Be able to walk, see, hear, and speak

## About The Philadelphia Project

The Philadelphia Project is a Christian non-profit organization committed to the holistic development of the neighboring community in partnership with the local church. We seek to accomplish our mission through the creation of a vibrant, engaging, and safe community center as well as providing service opportunities caring for the homes of the elderly, poor, single-parent and those plagued by hardships.

Please sign and date below as your acceptance of the terms and responsibilities of this position.

<b>Employee Signature: Date:</b>	
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