

Summer Sports Camp Assistant

Position Summary:

Riverside Park Conservancy seeks a highly organized seasonal Summer Sports Camp Assistant. This position will provide administrative and on-the-ground support to the Sports Camp Manager. Ideal role for business majors or students interested in the nonprofit field and youth services.

About Us:

The Riverside Park Conservancy works in partnership with the City of New York to maintain and improve Riverside Park for the enjoyment and benefit of all New Yorkers.

The *Summer Sports Camp* is a weekly day camp for children ages 4 – 16. Our campers have a choice of baseball, basketball, tennis, flag football, soccer, volleyball, gymnastics, and multisport programs, spanning sports fields and courts within Riverside Park and Fort Washington Park. Our camp is designed to provide enjoyable and healthy sports training, along with valuable knowledge, guided by experienced coaches and staff.

Duration: 6 months, March 4th, 2024 – September 3rd, 2024

Major Tasks and Responsibilities

- Answer phones, screen, and direct calls
- Assist in the ordering, receiving, stocking, and distribution of supplies for the camp
- Perform duties such as photocopying, scanning, using stamp machines
- Maintain database; preparing lunch list and pick up list on a weekly basis
- Help with the organization of scholarship applications and screening
- Check campgrounds when the camp manager is not available

Qualifications

- Ability to operate Microsoft Excel efficiently
- Ability to learn quickly
- Basic understanding of statistics and data entry into the camp database
- Must be punctual, have attention to detail, and be very organized

Working Conditions

- Must be able to lift 50lbs
- Must be able to work in both indoor and outdoor conditions.
- **Schedule:** Monday – Friday (8:00 AM – 3:00 PM or 9:00 AM – 4:00 PM)
- **Hours:** 30 – 35 hours per week
- All RPC employees must be fully vaccinated against COVID-19 and be able to provide proof of vaccination unless they have been granted a reasonable accommodation for religion or disability.

Working
side by
Riverside

Compensation and Benefits:

- Hourly Rate: \$18.00 - \$22.00/hr. depending on experience.

To Apply: Please submit your application through Indeed:
[Summer Camp Assistant](#)

Riverside Park Conservancy is committed to fostering an inclusive and respectful environment for all applicants and employees. We recognize the importance of diversity and offer equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, height, weight, or any other characteristic protected by federal, state, or local laws.

Riverside Park
Conservancy