



Summer Rental Assistant Coordinator The Pingry School

The Pingry School seeks energetic and creative individuals to work with the Assistant Director of Operations and Auxiliary Programs to support the Summer partner programs at both the Basking Ridge and Short Hills Campuses. The Assistant Coordinator must have high executive function skills to help in the office, serving as a site manager for our rental programs. This position reports directly to the Assistant Director of Operations and Auxiliary Programs.

Position Hours:

Location: Basking Ridge and Short Hills Campus (Location may vary by the day/week, must be willing to travel to both campuses)

Monday-Friday 7:30 p.m.–5:00 p.m.

RESPONSIBILITIES:

- Effectively communicate and coordinate all aspects of Rental Camps experience on Campus:
 - Timeframe
 - Locations - Outdoor and Indoor Spaces
 - Drop off/ Pick Up locations
 - Camp Times/ Locations
 - Snack Times/ Locations
 - Swim Times
 - Lunch Times/ Location
 - Rain location/ plan
 - Communication with each camp Coordinator
 - Safety regulations
 - Monitor proper facility usage
 - Communicate any needs to Assistant Director of Operations and Auxiliary Programs
 - Knowledge of google suite, including google calendar, google sheets, google docs
 - Gather rental camp rosters from Partner Camps including emergency contacts and medical/ allergy information
 - Add Rental camp rosters to Big Blue Summer Camp week master roster
 - Transition campers between before care, half day camps, academic camps, after hours, aftercare
 - Understand all emergency procedures and protocols, and be prepared to execute these at any time.
 - Camp rental setups, including: raising and lowering curtains in the gymnasiums, raising and lowering basketball hoops, set up scoreboards; arrange extra chairs/tables; supply camps with wireless passwords, and have a familiarity with basic operation of theater lights, projection equipment, and wireless microphones.
 - Effectively problem-solve logistics issues, especially in case of extreme weather
 - Assist with other logistics as needed

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550



QUALIFICATIONS:

The ideal candidate should possess effective communication skills, tenacious problem-solving skills, and the ability to initiate, implement, and see all projects through to completion. The ability to clearly and patiently collaborate and communicate, both internally with colleagues and externally with rentals, is critical. Technical skills are also important. Must be able to lift up to 50 lbs. Use google suite and excel. First Aid/CPR/AED Certification are required.

SALARY & BENEFITS

This is a part-time, summer position. Salary is based on experience.

To apply, please send resume and cover letter to Mary Kokie McNaugher, Assistant Director of Operations and Auxiliary Programs, at mmcnaugher@pingry.org.