



## Summer Internship Employment Opportunity 2024 Internship Rotational Program – Program Development Intern

### Locations:

The location will vary depending on the rotation phase:

- Plast USA National Office (Jenkitown, PA\*\*)
- Plast USA Camp Location (East Chatham, NY/North Collins, NY/ Middlefield, OH)

**Salary Range:** \$14-\$15 per hour (depending on qualifications) for office-based work; camp pay is a fixed stipend based on position worked.

**Employment Type:** Internship (Up to 14 weeks and up to 35 hours per week\*)

**Post Date:** March 16, 2024

**Start Date:** June 3, 2024 (start date may differ based on availability of candidate)

**Great summer internship opportunity for current college students and recent graduates!**

### Job Summary:

Plast USA is seeking a summer intern to participate in a leadership rotational program. The candidate will assist with its scout development program and national office administration. The candidate will gain additional knowledge of Plast programs, including the resources & training required for their implementation, and experience in business office administration. During the camp rotation, the intern will gain leadership experience as either a director or counselor for one of the summer camp locations; specific camp location will be based on staffing needs.

Plast Camp is an overnight summer camp in one of three Plast USO - USA locations (East Chatham, NY/ North Collins, NY/ Middlefield, OH); staying overnight onsite is required for the job. The camp runs from July 6 - July 27, 2024, with certain days of mandatory on-site training during the week of July 1 - July 5.

### Responsibilities:

- Provide operational and administrative support for one or more programs of Plast USA, including but not limited to scouts, staff, and administrators.
- Process and assist in maintenance of database records related to members.
- Digitize, catalog and archive documents and related materials.
- Assist with the creation of promotional materials, mailings, or website content.
- Contribute to organizing fundraising initiatives, budgeting, research, and community outreach efforts.
- Coordinate with team on program event calendar, assist in scheduling meetings, and help to coordinate training sessions.
- Serve as director or counselor of summer camp and camping programs.

\*Flexible work arrangements will be taken under consideration

\*\*Possibility of working remotely depending on the assignment

\*\*\*Reimbursement available for pre-approved travel expenses

\*\*\*\* Detailed camp counselor and camp director responsibilities may be obtained upon request

- Support team in the design and delivery of the summer camp, in alignment with the Plast USA - USO experience to develop campers of courage, confidence, and character across our membership.
- Ensure safety, health, and security of all counselors and campers.
- Manage compliance of state health department regulations, and Plast policies and procedures.
- Fulfill all camp counselor responsibilities before, during and immediately after camp.\*\*\*\*

**Additional Responsibilities if hired as a Camp Director:**

- For director position, work alongside Plast USA - USO Camp Committee to attract, recruit, interview, and select the camp counselors.
- Manage operating budget for camp programming.
- Manage and evaluate/support counselors.
- Provide dynamic leadership for camp staff team to grow staff capacity, effectiveness, and positive culture.
- Collaborate closely with Camp Committee for smooth camp operations and robust program planning.
- Fulfill all camp director responsibilities before, during and immediately after camp.\*\*\*\*
- Manage a group of 4-10 counselors for the camp's division.
- Prepare camp program resource materials.
- Prepare budget and manage expenses.
- Conduct performance reviews with direct reports.

**Job Qualifications/Requirements:**

- A Member of Plast and in good standing.
- Current college student or recent graduate.
- Proficiency in English and Ukrainian.
- Strong written and verbal communication skills.
- Successful completion of Plast training program(s) for counselors.
- Excellent organizational skills, the ability to manage administrative tasks, and the ability to prioritize.
- Ability to work independently and collaboratively within a team environment.
- Strong interpersonal and technical skills.
- Proficiency in computer applications such as Microsoft Office Suite (Word, PowerPoint, Excel), and cloud platforms (Google Suite).
- Attention to detail to ensure accuracy in administrative tasks and program implementation.
- Understanding of email etiquette.
- Experience with document digitization.
- Ability to trouble-shoot and problem-solve computer technical issues.
- Problem-solving skills to address challenges that may arise.
- Results-orientated and attentive to details.
- Willingness and flexibility to travel.\*\*\*

**Eligibility:** To be eligible for this position, you must be able to work legally in the United States and have a valid Social Security Number.

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*\*\*Possibility of working remotely dependent on the assignment*

*\*\*\*Reimbursement available for pre-approved travel expenses*

*\*\*\*\* Detailed camp counselor and camp director responsibilities may be obtained upon request*

**About the Organization:**

*Plast Ukrainian Scouting Organization – USA was incorporated in the State of Michigan in 1950 and is a 501 C3 nonprofit organization. The territory in which activities of the corporation are conducted is the United States of America. Plast USO - USA is a subsidiary of Plast Ukrainian Scouting Organization, and is headquartered in Jenkintown, PA, USA. For more information, please visit our website at [www.plastusa.org](http://www.plastusa.org) or connect with us on [Facebook](#), [X/Twitter](#), [LinkedIn](#) or [Instagram](#).*

**Equal Employment Opportunity:**

It is Plast USO - USA's policy that applicants for employment are recruited, selected, and hired on the basis of individual merit and ability with respect to the position being filled. Plast USO - USA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.

**To apply:** Please submit your resume and cover letter to [kps@plastusa.org](mailto:kps@plastusa.org) and include "Summer Internship Application" in the title.

**Application Deadline:**

Please note that we will review resumes as they are received and will offer the position as soon as a suitable candidate is found.

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