



Carver has an immediate need for an Activity Specialist in our Summer Camp Program. Candidates with experience facilitating engaging activities with youth are encouraged to apply.

Position Specific Duties/Responsibilities:

The Activity Specialist works with the Camp Carver staff and campers to provide a safe summer program experience for all, including:

- Ensuring the safety of all campers when facilitating activities
- Planning and facilitating purposeful and engaging activities that are hands-on, fun and age-appropriate in specific content area
- Collaborating constructively with coworkers, and communicating regularly with Camp Director
- Encouraging the social and physical development of campers through well planned activities.
- Preparing materials and activity plans in advance
- Encouraging positive and appropriate interactions amongst campers and staff
- Serving as a positive role model and upholding professional behavior
- Participating in mandatory staff orientations

Position Qualifications:

- High school diploma or GED, formal education in child development related courses or Prior camp counselor experience
- A genuine interest in youth development and experience in creating interactive and educational/enrichment activities
- Ability to communicate effectively and respectfully with a broad range of people including school staff and parents
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus

All staff are subject to The Westchester County Department of Health rules and regulations. This includes two letters of reference and the completion of a full background check prior to hiring.

Immunizations required: 2 MMR, Tdap within the past ten years, 2 varicella.

Position is contingent on funding.

Position Overview:

The Activity Specialist will ensure the health, safety, and well-being of all campers planning and facilitating hands-on, fun and engaging activities in **one** of the following areas: STEM/STEAM, Sports and Recreation, Performing Arts, Visual Arts or Material Arts.

Camp Carver is taking place at the Port Chester Carver Center from Monday, July 6th -Friday, August 14th from approximately 8am-3pm. There is a MANDATORY training the week of June 29th, details to be announced.

Physical Demands:

- Ability to actively supervise and engage with children throughout the day in both indoor and outdoor settings.
- Frequent standing, walking, bending, kneeling, and moving around during activities and transitions.
- Ability to participate in recreational activities, games, sports, and group events with children
- Must be comfortable working outdoors in varying weather conditions, including heat and sun exposure.
- Ability to lift, carry, and move supplies, equipment, or children when necessary (up to 25–40 pounds, if applicable).
- Ability to respond quickly in emergency or safety situations.
- Frequent use of verbal communication to interact with children, parents, and staff.
- Ability to maintain energy, attentiveness, and engagement throughout extended activity periods.
- Visual and auditory ability to monitor children and ensure safety at all times.

About us: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Rate: \$25 /hour

How to Apply: Email/call Betzally Espichan, bespichan@carvercenter.org, 914/305-6019.

PORT CHESTER CARVER CENTER
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