



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities

Recreation, Sports, & Fitness

## **Hoboken Rock Climbing Company LLC**

*1423 Clinton St, Hoboken, NJ 07030*

**Program Coordinator, In-person**, 1 open position

### **Overview of Position**

The Program Coordinator will work directly with the location's Management team to organize and coordinate all facets of summer programming including our popular climbing camp programs for kids ages 7-14 . Our goal is to provide a thrilling experience for young climbers, both experienced and new to the sport. We are looking for an individual who is proactive and team-oriented with a positive attitude and strong work ethic.

### **Responsibilities/Duties/Projects**

**Program Coordinator** duties can include the following:

- Creating and maintaining registration lists.
- Communicating via phone and email to distribute camp information to customers.
- Reconciling program payments from customers
- Tracking attendance, collecting and filing necessary paperwork.
- Overseeing camp staff and scheduling.
- Working with outside vendors to ensure contracted deliverables are met.
- Managing camp activities and addressing potential problems that may arise.
- Coordinating in-house reporting and invoice management.
- The coordinator will also have the opportunity to teach climbing skills (no experience necessary - we will train you) and participate in exciting camp activities such as Slacklining, Crate Stacking, Rappelling, Climbing Movies, and off site trips.
- Applicants must be 18 years of age or older and First Aid/CPR certified

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Education, General Studies

### **How To Apply**

Send resume and cover letter to [sue.pernetti@gravityvault.com](mailto:sue.pernetti@gravityvault.com)

## **The Gravity Vault LLC**

*107 Pleasant Avenue, Upper Saddle River, NJ 07458 (one intern)*

*40 Watchung Ave, Chatham, NJ 07928 (one intern)*

**Program Coordinator, In-person**, 2 open positions

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