



Job Title: Communications Director
Classification: Nonexempt (*Seasonal*)
Reports to: The communications director will report directly to the camp director.
Salary Range: \$200-\$250 per week

Position Purpose:

The communications director is responsible for keeping the community abreast of camp happenings.

Essential Job Functions:

1. Manage social media accounts
 - ◇ Post at least twice daily on Facebook, Instagram, Snapchat, and Twitter
 - ◇ Plan and implement Facebook and Instagram Lives at least once weekly
 - ◇ Work with staff and CITs for social media takeovers
 - ◇ Help grow following of each account
 - ◇ Monitor and respond to messages and comments
2. Create and send mass emails to parents - a mid-week email, a pre-session email, and a post-session email
3. Work with photographer to ensure we are getting photos and videos we need
 - ◇ Check images to make sure they meet camp's core values
 - ◇ Ensure the photographer uploads daily album to Facebook each morning or night
4. Create content that can be used throughout the year
 - ◇ Collect quotes, pictures, and names from campers and staff for use throughout the year
 - ◇ Take brief videos we can share throughout the year

Other Job Duties:

- ◇ Contribute to verbal and written evaluations and communication as requested.
- ◇ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◇ Assist in the planning of any special events.
- ◇ Additional duties as assigned.

Equipment Used:

When necessary, counselors may be asked to use washers, dryers, and fire extinguishers along with other equipment.

Qualifications:

- ◇ Must submit all paperwork, including health history record and examination form by the given deadline.
- ◇ Possess ability to interact with all age levels.

Knowledge, Skills, and Abilities:

- ◇ Understand the development needs of youth.
- ◇ Ability to relate to youth and adults in a positive manner.
- ◇ Demonstrate knowledge and skill in program areas designated camp program

areas.

- ◇ Ability to role model positive behavior for youth.

Physical Aspects of the Job:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Must be willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

The communications director will serve as a member of program staff.

Typical Camp Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively listen and participate in meeting with all staff. Let staff know about any communication updates/ needs.
- ◇ 9:00 am - Activity 1: Travel to different activities to get content
- ◇ 10:00 am - Activity 2: Travel to different activities to get content
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Travel to different activities to get content
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion: Break
- ◇ 1:30 pm - Rest Period: Break
- ◇ 2:30 pm - Afternoon All-Camp: Get content.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
 - Travel to different activities to get content
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
 - Travel to different activities to get content
- ◇ 5:30 pm - Cabin Time: Travel to different activities to get content
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Get content.

- ◇ 8:00 pm - Staff Meeting: Actively listen and participate in meeting with all staff. Communicate any communications update/needs.
- ◇ 8:30 pm - Return to Cabin: Ensure upload plans for daily album