

JOB TITLE: Communications Director, Programs Support

CLASSIFICATION: Full Time; Salaried

REPORTS TO: Executive Director



POSITION OVERVIEW: Works with the Executive Director and staff to ensure the various programs offered at camp operate smoothly. Time will be divided roughly 50% communications and marketing and 50% Camp Daggett programming.

ESSENTIAL JOB FUNCTIONS:

• **Communications**

- Prepares and manages digital and print communications and marketing material – including the monthly newsletter, social media pages (Facebook, Instagram, TikTok) press releases, and website updates.
- Develops and maintains Camp Daggett brand style guide and ensures consistency across all platforms.
- Maintains Camp Daggett’s marketing calendar.
- Manages Camp Daggett’s archives and historic photographs.
- Manages presence at outreach events.

• **Programming**

- Summer Camp
 - Assists Summer Camp to deliver programming as needed.
 - Serves as camp photographer throughout the summer.
- Adventure Education
 - Supports Adventure Education programming, the use of the indoor and outdoor ropes courses, Wilderness Trips, and Wilderness programming.
- Year-Round Programs
 - Supports the Programs Director and Adventure Education Director in the development and implementation of Camp Daggett programs throughout the year. This includes existing and new programs.
 - Develops year-round calendar of events to maximize camp facilities and to coordinate with other events going on at camp.
 - Assists with the recruitment of volunteer teams to plan, promote, implement the events within the approved budget.
- Other duties as necessary as part of the Camp Daggett team.

REQUIREMENTS:

- Bachelor’s Degree (minimum)
- Education/training/experience in areas such as:
 - Summer Camp and camping
 - Human focused leadership training
 - Working outdoors
 - Event planning
 - Computer skills and programs
- Previous experience in team building activities, as well as a love of the outdoors
- Ability and willingness to learn new skills and grow professionally

This position is full-time, year-round with excellent salary, vacation and benefits package. To apply, send resume and cover letter (including salary requirements) to Andy Hayes, Executive Director - Camp Daggett. andy.hayes@campdaggett.org

www.campdaggett.org