

CAMP DAGGETT

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 differently throughout the year, but will average out to 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.
- Creates and maintains Camp Daggett’s marketing calendar.
- Is the staff representative of the Marketing Committee.
- Takes meeting minutes at Camp Daggett Board of Trustees meetings.
- Manages Camp Daggett’s archives and historic photographs.
- Is an active member of the community and a presence at programs and 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.
 - Helps create new programs and events.
 - 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.

Education and Experience:

- Bachelor's Degree preferred.
- Education/training/experience in areas such as:
 - Summer Camp and outdoor education.
 - Human focused leadership training.
 - Working outdoors.
 - Event planning.
 - Program implementation.
 - Computer skills and programs such as Podio, Outlook, Microsoft Office Suite, Word Press and Social Media Platforms.
 - Ability and willingness to learn new skills and grow professionally.

Requirements:

- Clean background check
- Three positive references of good character and work history

Perks:

- Health Care
- Cell Phone Stipend
- PTO
- Eligible for Public Service Loan Forgiveness Program
- Work from home flexibility
- Flexible work schedule
- Family friendly work environment

To apply, email your cover letter, resume, and salary expectations to Liz McKenney, Executive Director, at liz.mckenney@campdaggett.org .