

Camp Ramah in Northern California
Job Description

Job Title: Summer Director of Communications/Rosh Tikshoret

Classification: **Nonexempt (Seasonal)**

Reports to: *Camp Director*

Position Purpose:

The Rosh Tikshoret is in charge of running the summer camp office smoothly and efficiently and managing communications in and out of camp, working closely with the Camp Directors and other senior staff.

Essential Job Functions:

- Oversee incoming and outbound communications into/from camp, including
 - Supervise camp photographer and check smugmug photo database for quality and camper representation of photographs
 - Oversee social media posting at camp
 - Lay out weekly newsletter in constant contact, working with the photographer to select photos and visiting rabbis/Camp Director on featured divrei Torah and other content
 - Manage Phone System- relay accurate information, answer questions to parents and others who call into camp, be a friendly and helpful presence, pass on calls to the appropriate person, take messages as needed
 - Oversee the sorting and distribution of incoming mail and email as it arrives, and the timely drop off of outgoing mail
 - Oversee the check out, check in, charging, and safekeeping of camp radios
- Maintain, organize, and update camper and staff records in Campminder database, running reports as needed for the operation of camp
 - Review new applications and register new campers as needed, flagging any applications that do not meet the specific requirements for admission
 - Review, accept, organize, and flag new online and other received camper and staff forms
 - Update Travel and other plans in Campminder based on parent communication
- Manage and Support Camp Guests (visiting rabbis, doctors, and other day visitors):
 - Maintain guest calendar at camp
 - Communicate with guests before arrival to prepare them and camp for their stay
 - Prepare and distribute welcome materials (camp map, schedules, gifts and etc)
 - Greet guests, distribute visitor badges, and orient them to camp
 - Support camp guests in their stay at camp
- Manage front office space to ensure organization, cleanliness, and welcoming atmosphere
- Supervise Camp Photographer and Videographer
 - Ensure high quality pictures are taken each day and uploaded in a timely manner
 - Supervise content of photos
 - Connect with Photography team each day about working hours, what to photograph, when to upload and when to take breaks.

Other Job Duties:

- ◇ Be an active member of the senior leadership team (Hanhallah) at camp
 - Attend and participate in staff meetings, senior staff meetings and trainings

- Actively participate in camp events and Jewish life at camp, leading educational sessions and tefillah as comfortable and schedule permits Be a dugma and supportive presence for other members of the camp community
- Undertake other tasks as needed (such as driving, set up, or leading a group activity) as a senior member of camp
- ◇ *For further tasks and duties, please see accompanying list of general responsibilities of programmatic staff.*

Equipment Used: Phone, Computer, writing utensils, paper, camera, Internet Media Tools (YouTube, Facebook, Constant Contact).

Camp Staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Qualifications: *(Minimum Education and Experience)*

- ◇ Must be 18 years of age or high school graduate.**
- ◇ Must be able to obtain or become certified in First Aid/CPR.
- ◇ Must submit health history record and examination form prior to first day of work.
- ◇ Ability to interact with all age levels.
- ◇ Must be able to pass a background check as required by the state of California

Knowledge, Skills, and Abilities:

- ◇ Understand the development needs of youth.
- ◇ Sense of Maturity and Experience when communicating with parents
- ◇ Discretion with regard to confidential matters
- ◇ Communication Systems and Techniques

Physical Aspects of the Job:

Ability to work long hours, including standing and/or sitting. Ability to work independently to complete tasks including during non-traditional hours. Director of Communication must live on site and will be housed in shared rooms with communal bathrooms.