

Extended Day and Social Media Coordinator

Summary: The Extended Day and Social Media Coordinator position is two-fold. During the camp day this position is responsible for taking pictures and videos to post to Madeira Camp's social media platforms. When the camp day ends, this position will act as the day-to-day and strategic leader for the Madeira Camps Extended Day program. This position has a delayed start to the workday and will work until the end of Extended Day every day.

Commitment: This is a seasonal, summer position. We prioritize individuals available for all 8 weeks of camp and 7 days of staff training. When camp is in session, hours for this position are Monday – Friday, 9:30 am – 5:30 pm.

Minimum Requirements: Two years of college (or equivalent experience) required. Leadership or customer service experience required. Photography, marketing, or social media experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Operations Director, Assistant Camp Director, Camp Director

Specific Responsibilities:

- Plans, schedules, and implements the Extended Day programming including daily set up and breakdown.
- Supervises Extended Day counselors; coordinates with Division Directors to provide feedback.
- Works with all camp staff to secure all needed supplies and snacks needed for programming.
- Takes daily attendance; communicates appropriately about attendance, daily charges, and late pick up charges.
- Ensures all campers have their necessary medication with them during the Extended Day.
- Work closely with all areas of camp to ensure pictures are taken of each area group and age range.
- Posts pictures to Madeira Camps social media accounts and online albums.
- Demonstrates strong customer service skills when interacting with camp families.
- Answers camp phone and email as needed.
- Supports the camp mission by participating in all camp events.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training and clean-up days.

- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.