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| Position Title: | Summerside Camp Marketing and Administration Internship |
| Position Dates/Hours: | June 13, 2022- August 19, 2022, , M-F, 7:30am - 3:30pm |
| Position Status: | Part-time/Seasonal Employment |
| Compensation | \$15 Hr for qualified applicants |
| FLSA Classification: | Non-Exempt |
| Reports To: | Director of Summer Programs |

Position Purpose

Support Summerside Camps by participating in daily administrative tasks and various marketing and communications efforts. Marketing and communications responsibilities will include: capturing photo and video footage from camp day activities, collaborating with the Communications Department to monitor social media outlets associated with the camp, communicating camp news with families and various constituents, including weekly newsletters. Administrative responsibilities will include assisting in the camp office with Attendance, paperwork, phone calls, monitoring late camper drop-offs or early pickups, making sure all camps have their rosters/walkie-talkies/etc, as well as any other office duties assigned by the Director or Operations Manager of Summer Programs.

Essential Functions

- Capturing the “FUN” in camp through participation in camp duties and activities.
- Ability to learn new platforms/systems for sharing digital information about the camp
- Monitoring social media outlets and supporting communications Team by creating original content for social posts
- Administrative support of Summerside Leadership as assigned by the Director or Operations Manager.
- Supports rules of conduct and creates a warm and welcoming environment for campers, staff and families
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Assumes other job-related duties assigned by the immediate supervisor.

Qualifications

- Ability to communicate effectively and professionally.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Willingness to be flexible with change in duties.
- Knowledge of content, methods, materials, and equipment for Summer Programs.
- Knowledge about digital photography and video
- Basic computer skills including Google Suite
- Comfort with online platforms including FaceBook, Instagram and other app based media
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Must be 18 years of age or older
- Must be pursuing a certificate or degree in Marketing, Communications or Business Administration.
- At least two years of experience working with children

Physical Requirements and Work Environment

- Be able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision.
- Frequently sit, walk, stand, talk and hear, turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with moderate noise level.
- Work outside in all seasonal weather conditions (except extreme weather conditions)

APPLY: Interested candidates, please **email** a cover letter, resume, and contact information for three references to summersidecamps@sch.org.