



## Social Media Coordinator Job Description

Responsible to: Director of Camp and Assistant Director of Camp

### **Social Media Coordinator**

*Age Requirement:* Minimum of 18 years of age

*Education:* High School Degree

*Experience:* 3 years camp experience, photography experience

### General Responsibilities:

- Create weekly shoot schedule, ensuring all activities are covered
- Post daily social media posts by noon and end of dismissal on Friday
- Send group photos by close of business on Friday
- Upload photos daily to the Barrie computer servers
  - Delete photos not suitable for marketing or in house purposes
- Maintain proper care for the camera and camera equipment
- Create weekly newsletter with completion by Friday
- Ensure distribution of the newsletter to parents by end of dismissal on Friday
- Provide camper support and handle parent inquiries and concerns
- Identify and manage environmental and other hazards related to camp
- Assist with monitoring of staff attendance
- Supervise and mentor staff when necessary
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures related when necessary
- Turn in inventory and store camp equipment at end of season if necessary
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Assist with camper arrival and dismissal procedures
- Participation in pre-camp Fairs and Open Houses
- Participation in staff training sessions and staff meetings
- Other duties assigned as needed

Please print your name, sign and date below.

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Print Name

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Signature

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Date

Mail to: Barrie Camp at 13500 Layhill Road, Silver Spring, MD 20906 or send a scanned copy to [camp@barrie.org](mailto:camp@barrie.org).