POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Cherryvale Camp Communications Specialist
40 hours/week, seasonal May 26-August 14
Department: Cherryvale Day Camp; Reports to the Cherryvale Day Camp Assistant Director
FLSA Status: Non-Exempt
Salary: $13/hour

ABOUT THE BOULDER JEWISH COMMUNITY CENTER
The Boulder Jewish Community Center’s [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

In 2016, the Boulder JCC completed building its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs and serves infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC’s values, believe in the power of community, and want to help grow a dynamic organization.

JOB SUMMARY
The Cherryvale Day Camp Communications Specialist is responsible for the majority of communications between camp staff and parents via email, telephone, photographs, activity grids, and more.

KEY RESPONSIBILITIES
- Handles camp communication
  - Responds to parent emails, phone calls, and queries.
• Relays important updates and information between camp families and camp staff throughout the day
• Generates daily “activity grids” to let families know about the activities at camp that day
• Reports to leadership team (Assistant Director, Program Director, Director) as appropriate

**Creates camp content**
• Responsible for taking photographs and sharing with families via social media and email
• Works with marketing and assists with social media content.

**Certifications, Trainings and Additional Responsibilities**
• Attends all pre-camp meetings, trainings, and orientations and is available for all other related dates, activities, and camp events.
• Responsible for the health, safety, and happiness of our campers at all times.
• Ensures that all forms and reports are filled out in a timely manner.
• Adheres to goals, mission, and philosophy of Cherryvale Day Camp.
• Completes and obtains all trainings and certifications prior to camp starting.
• Promotes camp positivity and morale

**Requirements**
• Must be at least 18 years old.
• No longer enrolled in High School (graduation not required).
• Very strong written and verbal communication skills
• Very strong computer and social media literacy
• Desire to work and be around children and young adults.
• Artistic and creative sensibilities
• Collaborative, team-centric attitude
• Positive, authentic attitude, and able to receive and work with feedback from staff and leadership team
• Some experience with cameras or photography and graphic design, computer design
• Exceptional ethics and responsibility
• Strong desire to work with and serve as a positive role model for children and young adults.
• Professionally receive and respond to feedback and training
• Willingness to work outside during summer months
• Willingness to participate in all camp activities as needed
• Professional mindfulness and ability to concentrate on tasks at hand
• Responsible, reliable, and punctual.

Qualified applicants: please complete our Cherryvale Staff Application [here](#).