

Communications Manager

Summary: The Communications Manager ensures that Camp Greenway's families, staff, and community stay informed, connected, and engaged. This position manages camp-wide communication channels including social media, emails, and phone correspondence, while documenting the daily joy and energy of camp through photos and storytelling. The Communications Manager works closely with the Auxiliary and Logistics Managers as part of the Senior Leadership Team, which collectively manages the camp front desk and supports daily communication, documentation, and operations across camp.

Commitment: This is a seasonal, summer position which includes 6 weeks of camp program management and one week of staff training.

Minimum Requirements: Bachelor's Degree (or equivalent experience) preferred; leadership experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director for Operations, Camp Director

Specific Responsibilities:

- Manage daily communication through phone, email, and in-person interactions at the camp front desk in collaboration with the Senior Leadership Team.
- Create and share engaging, timely content for Madeira Camps' social media platforms that reflect camp values and celebrate community.
- Take and organize daily photos of camp life, ensuring that all program areas and age groups are represented.
- Maintain accuracy and consistency in family communication, including daily emails, newsletters, and updates through CampBrain.
- Ensure prompt, professional, and friendly responses to family inquiries by phone, email, or in person.
- Coordinate with the Auxiliary and Logistics Managers to ensure cohesive front desk coverage, documentation, and support for special events.
- Assist in the planning and execution of camp-wide special events, theme days, and staff celebrations.
- Participate in drop-off, pick-up, and daily transitions to ensure smooth communication and camper flow.
- Serve as an active member of the Senior Leadership Team, contributing to camp-wide planning, communication, and decision-making.
- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, weekly leadership meetings, and clean up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- 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.