

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 01/2024)

POSITION: Assistant to the Marketing Director – Seasonal Exempt

Salary Range: \$375-\$425/week

Reports directly to Marketing Director and Summer Camp Director.

Job Description: Collaborate with the year-round Marketing Director to ignite a passion for Camp Stella Maris by promoting it through diverse channels and cultivating meaningful connections with all who experience the camp. As the Assistant to the Marketing Director, you'll manage the camp store, organize the distribution of Stella Snacks, and capture daily moments that inspire for a lifetime.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with Marketing Director during Open House on Sunday June 2nd to run the camp store to sell merchandise and snacks.
2. During pre-camp week, work with the Marketing Director to discuss marketing campaigns and goals, Stella Snack processes, online store orders and ordering supplies for the store.

While camp is in session:

1. The Assistant to the Marketing Director will support the Marketing Director by capturing the essence of our brand through stunning photography and videography that will inspire and engage our audience across social media, online and print advertising.
2. As the manager of the camp store, you will lead a small team of staff during camper drop-off and pick-up times, inspiring them to provide an exceptional experience for campers and their families. The Assistant to the Marketing Director will oversee, train, and assist Leaders in Training, helping them develop their skills and confidence while working in the store. Your dedication to maintaining a clean and well-stocked store will ensure that campers have access to the snacks and supplies they need to enjoy their time at camp. The Assistant to the Marketing Director is accountable for all money and any payroll deduction forms, and a commitment to accuracy and attention to detail will inspire confidence in those around you. By assisting the Marketing Director with online store orders, you will contribute to the success of the camp and the excitement of the campers.
3. The Assistant to the Marketing Director will assist the Marketing Director with the assembling, labeling, and distribution of the Stella Snack packs.

OTHER:

- Maintain clean safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.

- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Experience in accounting, inventory and/or retail highly desirable.
2. Possess excellent management and leadership skills.
3. Possess high moral character.
4. Have excellent communication and time management skills.
5. Ability to relate well with children and staff.