

The Pines Summer Camp
Job Description: Photography/Administrative Coordinator

Reports to: Program Director

Capacity: Temporary (non-exempt) position

Compensation: Summer camp: June 29-July 25 (4 weeks x \$800/week) = \$3,200.00, plus room & meals.

Job Summary: Pilgrim Pines Camp is looking for a Photography/Admin Coordinator to capture the camp experience and support administrative tasks. The ideal candidate will have a passion for photography, strong attention to detail, enjoy social media, and handle various administrative duties in a dynamic camp setting.

Skills and Qualifications Ability to: create and manage a portfolio of camp photos and videos, curating and maintaining social media accounts, and ensuring content aligns with Pilgrim Pines Camp's mission of anti-racism, pro-LGBTQIA+, and social justice. Must have experience in photography and editing, provide personal equipment, and demonstrate strong organizational skills. Must be able to manage multiple tasks efficiently, work independently, and take initiative. A positive attitude, strong work ethic, and passion for camp work are essential.

Key Responsibilities

Photography/Social Media:

- Take photos (groups and candid) and videos of campers, counselors, staff, & camp activities.
- Maintain knowledge of photo clearance information, ensuring all campers without clearance are protected from appearing in any media.
- Responsible for the camp's social media presence during summer camp weeks. Post on social media daily, sharing photos, updates, and highlights to engage parents, campers, and followers. Post nightly recaps of camp activities to social media platforms to keep families and supporters updated. Create and post 2-3 Instagram reels per week, showcasing camp highlights and special moments.
- Collaborates with the director team to know key points in the various schedules.
- Take, edit, order and pick up weekly camp photos.
- Create slideshows or videos to share at the end of each week.

Administrative Support:

- Assist with communication during the week. (Phone calls, emails)
- Handle copy/printing tasks for camp materials, including schedules, handouts, etc.
- Address and mail end-of-week postcards to campers.
- Run errands as needed to support camp operations, including picking up supplies or other essential tasks.
- Assist with weekly volunteer gifts

Directors Training

- In person at Pilgrim Pines on Saturday, June 14, 2025. 10:00am-4:00pm, lunch included.