



Job Description: Communications Director

Essential Functions: Must be at least 18 years old and has experience in fields of communications/public relations or is currently enrolled in college studying in a related field. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must be well organized and have a good sense of time management while communicating effectively to others. Must have the visual and auditory ability to identify and respond to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, or injury).

- Help promote camping opportunities both during camp and in the offseason.
- Responsible for the condition, maintenance, storage and inventory of all Communications equipment.
- Is responsible for checking campers and staff in and out of camp throughout the camping season.
- Produces a weekly 'Klaus Journal'.
- Interact with Scouts, leaders and staff members.
- Responsible for preparing, managing and submitting up-to-date program records. All records must be correct, neat, legible, and uniform and sent to the Council Service Center.
- Prepare a written report at the end of camp with recommendations for future improvements.
- Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
- Help respond and or relay any correspondence related to Camp C.S. Klaus via email, phone calls, social media, and any communication outlets Camp C.S. Klaus uses.
- Sorts and organizes mail into the proper mailboxes for program areas and campsites.
- Is responsible for all photography equipment owned by the Northeast Iowa Council and is also responsible for taking photos throughout the camping season.
- Ensures the office is in presentable condition throughout the camping season.
- Have a thorough knowledge of policies and procedures of the camp and council.
- All other duties as assigned.

