



**Pinewoods Camp, Inc**  
**Assistant Manager of Operations and Communications**  
**JOB DESCRIPTION**

**Job Title:** Assistant Manager of Operations and Communications  
**Date:** February 2024  
**Department:** Admin  
**Reports To:** Executive Director  
**Classification:** Non-Exempt, Year Round 20-35 hours (PT/FT)

**Overview:**

Pinewoods Camp, in operation since 1925, is a traditional music, song, and dance camp located in a beautiful 25-acre pine and hardwood forest between Long Pond and Round Pond in Plymouth, Massachusetts. *Pinewoods Camp, Inc. (PCI) is a non-profit organization that preserves and operates Pinewoods Camp and its woodland environment for the use and benefit of traditional music, dance, and song communities.*

Each summer, Pinewoods hosts approximately 145 campers and Program Provider (non-profit program partners) staff daily in 60 rustic cabins and 4 dance pavilions over the course of 10 weeks.

**Essential Job Functions:**

Under the direction of the Executive Director, the Assistant Manager of Operations and Communications, is responsible for assisting with the seasonal hiring process, performing operational tasks such as monitoring inventory, managing the camp store and logo sales, tracking facilities projects, overseeing volunteers, and communicating with the Camp community through PCI's website, email, and social media platforms.

**Responsibilities:**

**Off season (November - March, ~20 hours per week)**

- Assist in the creation and implementation of a communication plan and calendar for website updates, email marketing, social media content, and cabin binders
- Provide timely and effective communication with Program Providers to ensure smooth transition from off-season to in-season
- Assist with the hiring and onboarding of Pinewoods seasonal crew
- Organize Pinewoods Work Weekends with support from the Leadership Team
- Assist in the development, implementation, and maintenance of safety and emergency protocols, maintain OSHA records, IPM Plan, and oversee safety equipment including First Aid Room, AEDs, and water safety equipment

- Assist with database entry; uploading and maintaining camper, scholarship, and volunteer data
- Other duties as assigned

**In-season (April - October, ~37 hours per week. Includes weekends with some on-call hours outside normal working hours)**

In addition to the off-season responsibilities:

- Assist with the development and execution of crew orientation and training
- Manage seasonal volunteers including housing, orientation, and scheduling in collaboration with Head of Grounds
- Manage the Camp Store and Logos Sales including set up, ordering, inventory, stocking, staffing, sales
- Track, inventory, and order Camp supplies based on budget allocations
- Work closely with Head of Facilities to track ongoing projects, repairs, and maintenance during the camp season
- Assist in the Pinewoods Camp Office and respond to Program Provider and camper inquiries
- Inventory Lost and Found after each session, record items in the database, store away, and respond to inquiries
- Organize and track camper feedback surveys
- Carry out duties so as to protect camper safety and maintain the camp property.
- Meet regularly with the Pinewoods Leadership Team

**Qualifications**

Bachelor's degree preferred

Strong communication skills, written and verbal, as well as some public speaking

Experience working in customer service or related field

Experience with project management, multi-tasking, and problem solving

Ability to be flexible and adaptable

Extensive knowledge of MS Office (including Excel) and Google Suites

Experience with Little Green Light, WordPress, Constant Contact, and Social Media platforms preferred

**Job Requirements**

Valid Driver's License

Ability to lift and carry 25-40 pounds and walk on uneven terrain with some elevation

Willingness to work in various weather conditions including rain and heat

Some travel to Camp in the off season may be required

Ability to stay at Camp in season (preferred)

Interest in actively engaging with campers and Program Providers