



Parent Liaison Job Description

The Parent Liaison is the first summer contact between camper parents and camp. They are responsible for answering parent questions and communicating with parents proactively. They must get to know the camper community so answers to parent questions are readily available. This position reports to the Camp Director. This is a critical position to camp, since these Liaison-Parent interactions can help contribute to retention of campers.

Specific responsibilities of the Parent Liaison include:

- Regular communication with parents of new campers
- Proactive communication with all parents providing updates on their campers
- Returning phone calls and emails of concerned parents to let them know how their camper(s) are doing.
- Helping guide the camp photographer to take photos of campers who may be shy and or at special request.
- Regular communication with Camp Director about content of calls
- Summarizing conversations in camper profile in online database (training provided)

Qualifications include:

- Excellent interpersonal skills
- Customer service orientation
- Highly organized
- Calm demeanor
- Ability not to take parent feedback personally
- Some familiarity with overnight camping

Dates: July 15-August 8, 2024. Room & board included.

Please send cover letter and resume to Rabbi Hannah Wallick, Camp Director, at hannah@cyjmid.org.

