

CAMP WAR EAGLE

ASSISTANT DIRECTOR OF COMMUNITY
ENGAGEMENT/AMBASSADOR PROGRAM COORDINATOR

JOB DESCRIPTION

The responsibility of the Assistant Director of Community Engagement (ADCE) is to build and support Camp War Eagle's relationships with NWA school with the goal of creating advocates and leveraging the strength of CWE in the local community. The ADCE will do so by focusing on the following goals:

- 1. Strategically grow the number of CWE advocates (School Ambassadors) by focusing on enlisting the input and involvement of educators, colleagues, and community leaders.*
 - 2. Identify and implement opportunities for CWE to engage the local community.*
- Connecting CWE staff to volunteer opportunities*
 - Presence at community events*

Responsibilities

Develop and support the CWE Ambassador Program, working with community advocates to create a more comprehensive, relationship-driven plan for camper recruiting through local schools.

- Recruit Ambassadors within NWA school systems*
- Train returning and new ambassadors on CWE application and spring paperwork process*
- Track camper applications for ambassadors*
- Monthly check in and document of Ambassadors check in's*
- Prepare documents and packets for Ambassadors*
- Evaluate and report input and outcomes to Community Engagement Director*
- Email Ambassadors Qualification updates.*

Assist in family engagement initiatives.

- Assist in communicating relevant news and stories to all CWE families (i.e. Events & opportunities available to families, camper newsletter).*
- Assist in planning Family Events(i.e. Downtown Run Around, Dodgeball, Christmas Dinners).*

Other

- Pick up applications available from school*
- Track camper applications for school counselors.*
- Assist with Staff Christmas Dinner.*

