



Camp Sol of the Deaf, Inc
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2020-2022 Board of Directors Duties

ASL Interpreter Outreach

- Contact and schedule ASL interpreters for the camp week
- Complete the applications
- Schedule our camp activities and work closely with Director

Camp Registrar

- Is responsible for coordinating paperwork
- Managing staff forms and work closely with Director
- Organizing the pre-camp registration
- Contact parents to receive the payments and review the forms for our checklist

Parent Outreach/Family Event Coordinator

- Communicate with schools or parent liaisons to host family events
- Community outreach activities
- Provide a short presentation about the summer camp, sign-up, and contact information

Office Manager (New Jersey resident only)

- Foster an atmosphere of friendliness and hospitality at my office in Union City, NJ
- Perform various clerical duties including copying, typing and data entry related to camp operations
- Receive and return calls and messages via VP and email

Workshop Coordinator

- Assists with the identifying and interview process of volunteers
- Review application and copy of child abuse certification
- Receive a headshot, bio, and a brief description of workshop
- Arrange lodging logistics for presenters

Director of Finance (Maryland resident only)

- Work closely with Assistant Director
- Annual funding and meet long-term goals
- Develop and Monitor budget for the camp operations
- Develop and design long-term fund raising strategies for the camp program

Sponsorship Coordinator

- Write a sponsorship letter to companies for the camp program
- Communicate with sponsors and Director/Assistant Director in email.
- Develop an Excel spreadsheet to make a list of potential sponsors for the camp

Fundraising Coordinator

- Organize fundraising events
- Manage fundraising with Assistant Director
- Monitor payments and report the budget updates
- Must track and properly document all activities

Manager Social Media & Public Relations

- Maintain communication and marketing standards by editing flyers, uploading information on Facebook, Instagram, Twitter, and our website
- Support Director/Assistant Director in ensuring timely and relevant information is on our website
- Distribute the flyers about camp information to schools, parents, educators, and communication

Transportation Coordinator

- Contact the bus companies to collect their rates and work closely with Assistant Director
- Responsible for coordinating pick-up and drop-off prior to camp date for both in-state and out-of-state campers
- Review the application with parents who sign an agreement for transportation
- Provide tracking information and updates to campers and parents