

Camp Fontanelle

Media Production Specialist

JOB DESCRIPTION Media Production Specialist (Summer Position)

The Media Production Specialist shall minister by capturing and creating captivation videos and photos to share of our camp. The Media Coordinator will report to the Program Director, and or his designee.

Duties will include creating a 3-5 minute camp video for each camp. Organizing and keeping up to date our database of pictures and videos on drobo and developing an easy method for collecting high quality photos to be used to share the vision and experience of camp. The coordinator must be able to participate in staff training and be involved throughout the summer camp program till August 7. There may be additional requests

Some of the responsibilities included but are not limited to:

A. Pre Camp Responsibilities

1. Prior to staff training prepare video cards with links for one drive.
2. Study Final Cut video editing program for the purpose of being able to offer high quality videos
3. Attend staff training and prepare, assist in the training for teaching staff about media, getting videos and photos.

B. During each week of Day Camp

1. Collecting photos and videos for the end of week video
2. Updating and organizing the database
3. Printing video cards for parents
4. Running the photo booth
5. Gathering in the moment videos of excitement, kids engaged, and kids sharing their enthusiasm for camp.
6. Help with media when it comes to prayers and visuals during camp meals or worship services.
7. Organize cameras to be used by summer staff.
8. Help support counselors when needed/helping with day camp transportation if 25
9. Help with assigned duties as needed like turn around, first day of camp needs, sick camper supervision, or the possible need to stay overnight with campers.

C. Summer Responsibilities

1. Take photos of staff, as well as coordinating the summer staff photo and updating the collage in the dining hall
2. Prepare Road Rules photos for their photo album project

3. Working with Joyful Noise to prepare a video and photos of their church event.
4. Create a video to be used in a 2-minute church promotional video for 2021 before September 1, which will include helping us complete the process for purchasing music rights.
5. Collect videos and photos to be used for a new look on our website and updated look.
6. Help post summer camp images to facebook when needed and directed by the Program Director.

Requirements / Essential Functions:

1. Possess integrity, sound judgment, poise and a mature sense of humor.
2. Be experienced in leadership of children and youth and able to relate to their unique developmental stage(s) in life with genuine love, care, respect and guidance
3. Have successful experience in working with volunteers and staff.
4. Possess excellent organizational, communication and people skills.
5. Available pre-summer for preparation
6. Possess a valid driver's license and clean driving history.
7. Be Safe Gatherings Approved/Certified

Responsibilities and Duties Common to all Staff:

1. To be a practicing Christian who seeks to follow Christ in her/his daily living and in interaction with other staff and guests (campers, parents, volunteer staff, user groups).
2. To be willing to place the needs of the camp and its campers above personal desires.
3. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups.
4. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the Program Director
5. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
6. To have the health and stamina to perform in a high energy environment.
7. To joyfully give 100% effort to the job, understanding that it is all encompassing, requires far more than 40 hours per week, and to be mindful that its rewards far outweigh any inconvenience it may cause.
8. Demonstrate servant leadership and model

Benefits:

1. Salary and paid training (Salary \$3,100 for the summer)
2. Room and Board (to be utilized how the coordinator desires)
3. Flexibility in the evenings and weekends
4. 3-5 sick/personal days during the season

Signature: _____ Date: _____