

Job Title: Media Specialist-Photographer

Reports to: Resource Coordinator for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Stipend: \$2000 stipend

Housing: Included

Dates of Contract: June 20-August 25, 2024

Position Purpose:

Responsible for taking photos and videos of all campers and daily activities, producing high quality images for marketing, archival, and other camp use. Produces a weekly slide show and a digital photo collection. Become familiar with audio equipment for use during camp programs. Potential to serve as a temporary cabin counselor. Provide program support for night activities as scheduled.

Essential Job Functions:

1. Take a variety of photos each week to capture life at camp.
 - ◆ Take Group photos at the start of the week and a full camp photo at the end of the week.
 - ◆ Schedule self to capture daily highlights and general pictures around camp.
 - ◆ Ensure all campers appear in the slide show and digital photo collection.
2. Create a weekly slide show and digital photo collection.
 - ◆ Ensure all campers appear in the slide show and digital photo collection.
 - ◆ Keep digital files organized and available for use.
3. Work as a member of the Program Team
 - ◆ Assist Program Team with support to Deans.
 - ◆ Address or report safety concerns discovered while traveling all over camp.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events, especially in the areas of decorations and costumes.
- ◆ Other duties as assigned.

Relationships:

The Media Specialist (Photographer) works closely with the Program Coordinator and volunteer Deans to capture a wide range of photos and videos showing life at camp each week. They work with the Administrator and the Program Director to ensure delivery of digital photo collections and the archival of photos for future use. They work within the Program team to support the summer program.

Equipment Used:

- ◆ Digital Photography equipment which may include digital cameras, flash, tripod, video camera.
- ◆ Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln.

Qualifications:

- ◆ Age 18 or older
- ◆ Experience taking and editing photos.
- ◆ Working knowledge of Adobe Creative Cloud Software or desire to learn.
- ◆ Experience leading programs and activities with young people.
- ◆ First Aid/CPR certification, or ability to obtain.

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.