

# **MEDIA SPECIALIST JOB DESCRIPTION FOR CAMP LAKEVIEW**

## **Required Qualifications**

1. Minimum age - 18 years old and one year removed from high school.
2. Training and experience in photography, videography, and editing.
3. Desire and ability to work in a camp setting.
4. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

## **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Possess the ability to capture high quality photographs and videos, and to create promotional and social media materials for camp.
3. Willingness to experience outdoor living and to learn new skills.
4. Ability to drive an all-terrain vehicle around camp property.
5. Ability to accept supervision and guidance, and to work well with others.
6. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director, Director of Operations, and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Assistant Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. Responsible for taking photographs and videos of campers at a variety of daily activities, and editing these materials.
2. A total commitment for the term of employment.
3. Understand, interpret, and maintain the camp's standards and policies.
4. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

1. Move all old media files into a storage drive, and create new media files during staff training.
2. Communicate with counselors weekly to coordinate time for taking cabin pictures.
3. Coordinate and lead the All-Camp Picture.
4. Photograph daily summer camp activities for Waldo, Staff Memory DVD, and promotional material for Lakeview Ministries, totaling 150+ uploaded photos per day minimum.
5. Videotape summer activities for weekly Recap Video and for promotional material for Lakeview Ministries, totaling at least 1 hour of footage per week.
6. Create weekly Recap Video, to be distributed every Monday morning.
7. Organize photographs into various categories (Brochure, Dinner Auction, DVDs, etc) for ease of use.
8. Post pictures daily to Waldo, with approval of full-time staff.
9. Create social media content to promote the summer camp program, on a daily basis, with approval of full-time staff.

10. Conduct video interviews with campers, junior staff, and summer staff to be used for future promotion.
11. As the summer progresses, recommend additional purchase of equipment and software to supervisors, keeping the budget in mind.
12. Sort through and delete any extra or unusable (blurry, inappropriate, etc.) photos and videos.
13. Continually check equipment and be responsible for necessary repairs.
14. Clean and store all equipment after its final use of the day.
15. Be in constant search for new, creative ideas.
16. Record and file a compilation of possible ideas and recommendations for future use by staff.
17. Create an end of summer staff photo slideshow and video.
18. Fill in for staff who need to take time away from their normal program duties.
19. On occasion lead Bible study and camper devotions.
20. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries. This includes participating in evening activities such as TBAs and campfire devotions.