



## **Camp Albemarle Media Coordinator Job Description**

**Reports to:** Director of Summer Camp Ministries

### **Purpose of Position:**

Are you ready to dive into the adventure of a lifetime? As our Media Coordinator, you'll be at the heart of the action, capturing the joy, excitement, and unforgettable moments that make Camp Albemarle so special. Your mission? Photograph campers and staff during their epic camp days, and upload those snapshots to our camper photo site to share the fun with families.

You'll also get behind the lens to film live videos that highlight the week's best moments, crafting end-of-week video recaps and year-round marketing content. Plus, you'll get creative control over our social media, posting all the awesome photos and videos that show the world what makes camp life incredible.

Bring your camera, your creativity, and your passion for storytelling – it's time to capture the magic!

### **Prerequisites:**

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

### **Qualifications:**

1. Must be 19 years of age or older.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
5. Enjoyment and appreciation of the outdoors
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
8. Must be able to pass background check.

### **Responsibilities:**

1. Take and sort overnight and adventure camp group photos.
2. Take activity photos of all camp groups each day throughout the week including check-in and check-out.
3. Screen and upload camper photos to the website daily.
4. Create weekly videos summarizing the week for campers.



5. Create staff video for the end of training and end of summer.
6. Support the Social Media objectives of Camp and post to social media.
7. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
8. Ensures the cleanliness of the site.
9. Knows and understands all emergency procedures associated with the camp program.
10. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.
11. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

### **Specific Duties:**

1. **Take and sort overnight and adventure camp group photos.**
  - Coordinate with camp groups to schedule and organize photo sessions.
  - Edit, organize, and ensure high-quality photos are ready for distribution to families and use in marketing materials.
2. **Take activity photos of all camp groups each day throughout the week, including check-in and check-out.**
  - Capture candid and posed shots that showcase campers enjoying activities such as sailing, archery, and climbing.
  - Ensure a diverse range of photos are taken to represent all camp groups and activities.
3. **Screen and upload camper photos to the website daily.**
  - Review photos for quality and appropriateness before uploading.
  - Organize photos into albums by date or activity for easy access by families.
4. **Create weekly videos summarizing the week for campers.**
  - Film and edit footage throughout the week to highlight key moments and activities.
  - Add music, transitions, and special effects to create engaging and memorable video recaps.
5. **Create staff videos for the end of training and end of summer.**
  - Compile footage from training sessions and summer events to celebrate staff achievements.
  - Edit videos to highlight team-building moments, special activities, and fun behind-the-scenes moments.
6. **Support the Social Media objectives of Camp and post to social media.**
  - Create engaging posts, stories, and reels to showcase daily camp life and special events.
  - Monitor social media engagement and respond to comments to build connections with the camp community.
7. **Supervise campers and ensure their safety, development, growth, skill achievement, and general well-being.**
  - Stay aware of camper activities during photo and video sessions to ensure safe practices.



- Engage with campers positively to capture genuine, joyful moments.
- 8. **Ensure the cleanliness of the site.**
  - Assist with keeping photo and video equipment clean and organized.
  - Help with maintaining general camp areas used for media activities.
- 9. **Know and understand all emergency procedures associated with the camp program.**
  - Familiarize yourself with evacuation routes, first aid protocols, and emergency contacts.
  - Be prepared to assist in emergency situations while capturing footage, ensuring camper safety is the top priority.
- 10. **Know, enforce, and follow all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.**
  - Maintain awareness of camp policies to ensure all media activities align with safety standards.
  - Communicate with counselors and staff to confirm the whereabouts and participation of campers during group activities.
- 11. **Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.**
  - Flexibly assist with other camp tasks as needed, from setup for events to participating in camp programs.
  - Take on additional media projects as directed to support the overall mission and vision of Camp Albemarle.

## **Benefits:**

### **1. Personal and Spiritual Growth**

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

### **2. Leadership and Job Skills**

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

### **3. Mentorship and Lifelong Friendships**

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

### **4. Making a Lasting Impact**

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

### **5. Fun and Adventure**

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

### **6. Room and Board Provided**

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

### **7. Pay**



While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

### **Photograph Reminders:**

1. Take photographs of campers wearing store merchandise.
2. Take up-close photos of campers participating in activities, not just sideline shots.
3. While not for E-Camp purposes, staff photos are important to us, so please still remember to take staff photos.
4. When taking group photos, have a plan!
  - a. Use a tripod.
  - b. Frame the group shots.
  - c. Set up the shot by directing the campers and staff.
  - d. Make two rows (one kneeling and one standing with Counselors on the outside).

### **Video Reminders:**

1. Primary purpose is for promotional use after camp and weekly Thursday video
2. Videos can be action-oriented or interview styles
3. Take close-up videos of laughter & smiles.
4. Vary the activities and locations of live footage.
5. Be creative with video angles.
6. When editing, keep videos moving with short clips.
7. Intermix live video with photos.
8. Show the range of everything that happens at Camp Albemarle.
9. Find a way to visualize the spiritual emphasis of camp.

\*Camp Albemarle will work with you to set up a workable routine to get all the video/camera shots needed. We also understand the hired individual will have his/her own style. Albemarle owns canon cameras. We have allowed the use of personal cameras but only at the employees own risk. This can be discussed upon hiring.

### **Relationships:**

The Media Coordinator have regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

### **Equipment Used:**

The Media Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

### **Knowledge, Skills, and Abilities:**

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.



### **Physical & Interpersonal Aspects of the Job:**

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.