



## Volunteer Staff Position Description

**Position Title:** **Media Services Team** (Photographer, Videographer)

**Responsible To:** Media Services Coordinator

**Qualifications:**

- Knowledge of and experience in various forms of media (computers, cameras, projectors, etc.)
- Teaching experience preferred, especially with adolescents
- Ability to teach knowledge and skills associated with your activity
- Appropriate certification necessary in your activity to ensure safety and expert leadership
- Ability to communicate with and work alongside other leaders
- Highly motivated
- Good organizational skills
- Camp experience preferred
- Supportive of the camp mission

**General Responsibility:** Primarily responsible for developing and presenting the “look and sound” of Heartland SEP through photos, video, and PowerPoint presentations.

**Specific Responsibilities:**

- Capture campers, staff, and activities in photo and video form for use as memories as well as advertising and marketing
- Work with Media Services Coordinator to edit, create and market memories CDs and DVDs containing photos and video captured during the course of the camp session
- For Open Activities, develop an appropriate Christ-centered curriculum of instruction and/or games for your activity which will ensure that each camper has instruction and opportunity for participation
- Document curriculum on lesson plan form provided and submit to Activities Coordinator for review (documentation will be used for future planning)
- Give appropriate feedback to dorms and campers on their progress and skills
- Submit equipment and supplies requests to Media Services Coordinator prior to camp session
- Properly maintain and monitor media equipment and plan for storage during the year
- Keep track of inventory during and at the end of camp
- Maintain a clean, safe and organized work area
- Provide adequate training, instruction and direction to the staff members working with you
- Evaluate each staff member at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional atmosphere
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Assist camp leadership in other duties as called upon