



YMCA Camp Bernie **Summer Camp Job Description**

Job Title: Media Specialist

Reports To: Program Coordinator, Senior Program Director and Leadership Team

Position Purpose: The Media Specialist furthers the mission of YMCA Camp Bernie by capturing on various media the staff and participants engaged in Camp Bernie activities and programs. They assist in the management of the media equipment and supplies.

Essential Job Functions:

- 1:** Ensure that camp events are documented through media equipment.
 - a. Ensure that photos and video footage are taken at all camp programs.
 - b. Store collected in properly organized folders on our computer system for Administrative Staff to use.
 - c. Ensure the media collected is appropriate, positive, and professional and can be used for marketing at a later date.
 - d. Work with the Program Coordinator to create a schedule of where and when photos and footage will be captured.

- 2:** Ensure the management and care of media equipment.
 - a. Ensure all cameras, projectors, sound systems, etc. are in good working order.
 - b. Create the end-of-session slideshow and set up the Dining for its presentation.
 - c. Assist in any camp activity that would require the use of media equipment.

- 3:** Creatively work to show the welcoming side of camp through media.
 - a. Create and decorate the staff introduction boards.
 - b. Collect staff and camper testimonials.

Other Job Duties:

- a. Contribute to verbal and written evaluations and communications as requested by Program Coordinator, Summer Camp Coordinators and Senior Program Director.

- b. Reside in an overnight camp cabin as a counselor. Work with an assigned co-counselor for the supervision and care of campers within the cabin group.
- c. Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- d. Participate as a member of the staff team to deliver and supervise evening programs, special events, overnights, and other all camp activities and camp functions.
- e. Any and all other added responsibilities as requested by Administrative Staff.

Qualifications:

- a. Must be at least 18 years of age.
- b. Must carry current certifications in CPR and First Aid.
- c. Must have experience or education in Media programs with photo or video editing
- d. Must submit health history record and examination form prior to first day of work.
- e. Must have the ability to lead activities, be a group leader, and be flexible.

Physical Aspects of the Job:

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

Some physical requirements of an arts and crafts position could be endurance including standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to make projects and assist campers. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the art facility available.