

Media Specialist

Seasonal Job Description- Catholic Youth Camp

General Functions:

The Media Specialists at Catholic Youth Camp are responsible for capturing daily life at camp and making images available to parents via our online site and organizing photos for after summer marketing use. Any and all images will also be used for marketing and promotional purposes. The Media Specialists will work together, capturing daily photos, organizing photos by pre-assigned categories for marketing use, capturing videos of camp life, and posting to Catholic Youth Camps, social media accounts.

Specific Responsibilities:

1. Responsible for the direct care of all media equipment.
2. Capture daily photos of campers at camp activities.
3. Capture, label and upload individual camper photos.
4. Upload daily photos to Media Computer as well as to Parent site.
5. Organize photos for year round marketing use.
6. Model and emphasize safety and stewardship at all times.
7. Sit with cabin group at meals.
8. Create opportunities for success for each child.
9. Provide an open ear and mind when the camper needs to discuss issues.
10. Provide positive guidance through appropriate behavior management.
11. Communicate clearly and regularly with co-Media Specialist.
12. Attend all staff meetings, as well as weekly meeting with Executive Director and Director of Programming.
13. Other duties as assigned.

Essential Functions:

1. Verbally communicate daily with Executive Director and Director of Programming, and co-Media Specialist.
2. Work in a small team accomplishing goals and keeping daily photos organized.
3. Upload daily photos to parent viewing site.
4. Organize photos in categories for year round marketing use.

Qualifications:

1. At least 19 years old or one year post high school.
2. Strong work ethic, communication and teamwork skills.
3. Experience or training in working with, action photography and social media.
4. Strong Christian faith and practice.
5. Independent, self-starter and self-motivated.
6. Creative and organized.
7. Good character, and the ability to adapt
8. Patience in working with children
9. 1st Aid and CPR certification required (Certification offered at CYC)