

**Job Description: Digital Media Coordinator**

**Reports to: Assistant Director**

**Minimal Qualifications:**

* Active Christian faith
* Previous experience with videography or photography
* Previous experience with bulk editing and uploading images to social media
* Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
* Ability to work well with, support, and supervise others
* Ability to give and receive constructive criticism in a loving, Christ-like manner
* Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
* Willingness to support the theological doctrine and practices of the United Methodist Church

**General and Specific Responsibilities:**

* Carefully coordinate daily schedule with fellow program staff members as necessary
* Document through, photography and videography, all the daily happenings of summer camp
  + Work with assistant director to get specific interviews or photographs throughout the summer
* Bulk edit and upload photos to Camp Lake Stephens’s social media outlets
* Make posts about things such as drop off / pick up times, etc
* Grade and sort photos / videos for future use in advertising
* Create end-of-week slideshows
* Supervise counselors
* Encourage creativity
* Hold counselors accountable for their actions, adherence to camp policies and procedures, interactions with campers, and interactions with staff
* Participate in family group activities as needed
* Check in with counselors on a daily basis
* Lead and facilitate weekly staff meetings
* Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and staff members
  + Seek opportunities to share leadership knowledge to ensure continuity and strong leadership of program in the future
* Maintain an atmosphere of spiritual growth, personal development and safety in camp
* Be ready and willing to lead sections of summer staff training
  + Plan, prepare and communicate about summer staff training with other Program Staff and Assistant Director
  + Attend Program Staff retreat

**Work Expectations and Ownership:**

As part of your employment with Camp Lake Stephens, that you earn wages for, you may be asked to create various types of work products which may include but are not limited to documents, programs, creative works (poetry, photos, videos, or other writings), strategic and/or tactical plans, or other camp materials. This work remains the sole property of the camp and cannot be copied or retained by an employee unless the executive director or assistant director has given his written approval to do so.

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.