

# **Black Rock Retreat Summer Camp Job Description**

**Position:** Photo Specialist

**Responsible To:** Summer Camp Director, Office Administrator, Program Facilitator

## **General Qualifications:**

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. **Is willing to sacrifice personal rights for the common good of the camp and campers.**
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Possesses good health and the willingness to work hard.
10. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

## **Specific Qualifications:**

1. Possess organizational skills and pays attention to details.
2. Demonstrates competency and has experience with photography, video capture, and tech/media use.
3. Demonstrates competency and has experience working with computer software and programs used for creating and editing digital photography, creating graphics/flyers, and working on a Facebook page.
4. Has experience with general audio/visual equipment setup and operation.
5. Is at least 16 years of age.

## **General Responsibilities:**

1. Attend staff meetings, devotions, vespers and **ALL** camp activities.
2. Be flexible, available, and willing to help out in other areas of the camp program.
3. Be self-motivated, a self-starter, and foresee areas where you can help out.
4. Assist in supervising the campers during camper hang time from 11:35 a.m. - 12:00 p.m. Tuesday through Friday.
5. Assist in the afternoon and evening Snack Shop as requested.
6. Write one story about an interaction or powerful moment with a camper during the summer and turn in to the Office Administrator at the requested time.
7. Complete all end of the week and end of the summer evaluations and paperwork when requested.
8. Be the cabin inspector when assigned by the Program Director.
9. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless you have a scheduled class for that time. If you need to use one of these

times to prepare for classes you may ask permission from the Program Director/Program Facilitator or Summer Camp Director.

### **Specific Responsibilities:**

1. Capture primarily photography (and at times video) of every aspect of the summer camp program for general and specific use as well as all required pictures each week throughout the summer.
2. Areas to be captured:
  - Games
  - Vespers
  - Staff interaction & events
  - Campout
  - Campers doing devotions, reading their Bible
  - Classes
  - Night time activities
  - Free time
  - CC Adventure
  - Anything else fun or interesting not already mentioned!
3. Prepare and run a picture slideshow to be played at Vespers each night, and be responsible for creating/running PowerPoint for speakers if requested.
4. Take a picture of each camper with their counselor(s) when they come through the registration line and take a cabin picture of each cabin every Monday.
5. Create a camper picture booklet each week of camper headshots, by cabin. Give copies to counselors and the Summer Camp Director.
6. Take an all staff picture at one of the Theme Nights as well as an all-staff picture on a Ballfield at some point.
7. Take a picture of each individual staff member during Pre-Camp Training and use them to create a themed ID badge and prayer magnet for each staff member.
8. Upload quality pictures onto Black Rock Retreat's Facebook page daily M-F.
9. Oversee creating the Special Week newsletter (R.U.N. The News) and ordering of cabin pictures purchased for Special Week campers.
10. Prepare an e-mail newsletter 2 times during the week to be sent to parents.
11. Work with the Video Specialist on any other media related tasks that need to be accomplished.
12. Work with the Video Specialist on media presentation setups for all camp programs.
13. Keep all summer camp equipment in good repair and be responsible for the care of all equipment used for media purposes.
14. Be flexible and able to work irregular hours.
15. Keep good records of what pictures were taken which days & weeks and where they are stored (on the computer or otherwise). Stay organized on computer and at workstation.
16. Is able to share responsibilities, split work load, and maintain good communication with the Video Specialist.