

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

**Position:** Video Specialist

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

### **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 video capture/editing, photography, and tech/media use.
3. Demonstrates competency and has experience working with computer software and programs used for creating and editing video, 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. Assist in the registration line on Monday mornings.
2. Assist with setting up and facilitating any program related activities as directed by the Leadership staff.
3. Attend staff meetings, devotions, vespers and **ALL** camp activities.
4. Be flexible, available, and willing to help out in other areas of the camp program.
5. Be self-motivated, a self-starter, and foresee areas where you can help out.
6. Assist in supervising the campers during camper hang time from 11:35 a.m. - 12:00 p.m. Tuesday through Friday.
7. Assist in the afternoon and evening Snack Shop as scheduled or requested.
8. 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.
9. Complete all end of the week and end of the summer evaluations and paperwork when requested.

10. Be the cabin inspector when assigned by the Program Director.
11. 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.
12. During times that you are not busy, check with the Program Director, Program Facilitator, or Summer Camp Director to see if you can be of assistance.

### **Specific Responsibilities:**

1. Capture primarily video (and at times photography) of every aspect of the summer camp program for general and specific use 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 a DVD to be purchased by campers each week including pictures and a highlights video, and oversee production of copies for campers, including CD labels.
4. Assist in supervising the campers during camper free time from 11:35 a.m. - 12:25 p.m. Tuesday through Friday.
5. Upload a short 1-2 minute video onto Black Rock Retreat's Facebook page daily M-F.
6. Assist with setting up for and helping with all-camp activities as delegated by the Summer Camp Director.
7. On closing day each week, set up media equipment and play that week's DVD at the closing program.
8. Along with the Summer Camp Director, plan and create a Theme Night promo video.
9. Compile footage of summer staff into folders throughout summer and prepare a staff video to be given out at Christmas.
10. 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.
11. Complete all end of the week and end of the summer evaluations and paperwork when requested.
12. Work with the Video Specialist on media presentation setups for all camp programs.
13. Save all raw video footage and store in its proper location, clearly labeled and logged.
14. Edit video footage to make videos for camper packages and program needs.
15. Take secondary responsibility for media presentation setups for all camp programs.
16. Oversee production and labelling of a DVD each week featuring video highlights and photos from the photographer.
17. Keep all summer camp equipment in good repair and be responsible for the care of all equipment used for media purposes.
18. Be flexible and able to work irregular hours.
19. Is able to share responsibilities, split work load, and maintain good communication with the Media & Photo Specialist.